

Social Care Support Network – Minutes of 3rd Annual General Meeting

Date: Tuesday, 12th July 2016

Time: 6.30 pm start; concluded 7.20pm

Venue: Queen Mother Gardens, 6 Elm Tree Road, Harborne, Birmingham B17 9AP

1. Present: Janti Champaneri OBE (Trustee / Secretary); Andy Merker (Trustee); Maureen Bradley (Trustee); Liz Taylor (Trustee); Steve Kiekopf (Trustee); Vic Citarella (Member).

Janti Champaneri announced, Robin Beeson the current Chair of the network regrettably had to tender his apologies for the meeting. The meeting asked Janti to chair the meeting in his absence.

2. Apologies: Mike Walker; Janet Fox; Julie Talbot; Sian Morton; Harbhajan Rai; Ralph Thomas; Nina Osborne; Christel Polglaze; Kevin McMahan; Fharart Rehman; Rosemary Trustam; Nick Hinds; Richard Banks; Pat Bailey; Robin Beeson.

3. Welcome and Opening Remarks: Janti Champaneri formally opened the third Annual General Meeting of the Network with a warm welcome to all the attendees. It was noted that all attendees were current trustees or members.

4. Minutes of the Second Annual General Meeting, 7th July 2015: Janti gave the meeting a few minutes to briefly go through the minutes before asking for a proposer and seconder to accept the minutes as an accurate record for that meeting.

Proposed by: Andy Merker

Seconded by: Liz Taylor. All members approved the minutes.

5. Matters Arising: Attendees thanked Janti for doing the minutes and circulating them last year. It was noted that the date of today's meeting was a week after the one stated on the minutes. A few typos were also highlighted. The amended / approved minutes would be put on the web site.

6. Motions presented to the Annual General Meeting: Andy Merker tabled an emergency motion. Please see attached Appendix 1. He stated that the motion proposed pragmatic changes to the SCSN's Articles and Memoranda to continue to function despite reduction in active members and trustees. Andy highlighted elements which needed to be temporarily changed or suspended - giving 5 distinct elements within the motion for members to consider separately for acceptance / rejection. A full and frank discussion took place with some members expressing concern that deletion rather than temporary suspension was too drastic and against good governance practice. Liz Taylor suggested that as a way forward the meeting rejected part A of the motion and accepted the suspension of the articles listed in parts B, C, D and E. The meeting agreed and recommended that this would be on the basis that the new trustees are mandated to come back to the next Annual General Meeting with firm proposals regarding the Articles in line with good governance practice.

Part A: Section 6.2 (Trustee Meetings) the phrase "At least 3 trustees" is temporarily changed to "Trustees".

Liz Taylor: Proposed to reject

Steve Kiekopf: Seconded the amended recommended part A of the motion. All members accepted this.

Parts B, C, D and E: Relating to Sections 7; 8.2; 8.7 and 8 to be temporarily suspended. The meeting mandated the new trustees to review these parts and to bring back recommendations regarding future action on this matter to the next Annual General Meeting.

Liz Taylor: Proposed to Accept

Maureen Bradley: Seconded. All members accepted this.

The meeting thanked Andy Merker for bringing this matter to the attention of the Annual General Meeting and drafting the motion which created a strong debate and enabled the Network continuing to function into the future.

7. Report of the Chairperson: Janti Champaneri read out a short statement from Robin Beeson as the current chair:

- Apologies for not being able to attend due to urgent work pressures - reflective of the times
- 3rd term of office comes to an end this week. Thank you to all for their help and support, particularly Janti for undertaking the secretarial duties efficiently.
- Another difficult year for the network. Social gatherings have taken place with limited support. Trustees maintained contact through meetings, emails and by telephone.
- As an organisation, if the Network is to continue, it needs to identify what it wants to do or provide for members.
- This work will fall upon the new chair and trustees who Robin is happy to give his support. He is willing to remain as a trustee if required.

Janti stated that he was happy to take questions and would do his best to answer.

Vic Citarella: What events were actually organised? Janti reported there were 2 social events held on 25th January 2016 and 17th May 2016. Whilst the attendance was limited (approx. 7/8) it did generate a lot of interest with almost double numbers tendering apologies. There were couple of seminars planned early in the year but these had to be abandoned as other organisations were hosting similar events in the region. Andy added he and Janti had linked up with 2 local BASW branches to broaden networking opportunities for SCSN members but it was still early days.

Maureen Bradley requested that future Network AGM's should have a formal report of all the activities of the year including membership trends and their backgrounds.

Attendees recorded a vote of thanks to Robin Beeson for his report and for undertaking the role of chair over the last 3 years.

8. Financial Report: Steve Kiekopf provided a statement indicating that the Network still had cash in hand balance of £252.45 donations. Attendees urgently requested that Andy Merker set up a bank account on behalf of the Network. Janti thanked Steve for doing this and agreeing to audit

9. Nomination and Election of Chairperson: Janti reported by the mid-day deadline of 11th July 2016, Liz Taylor had indicated she would stand to be the Chair.

The attendees asked Liz if she would take the role of Chair to take forward the work of network. Liz Taylor was duly elected by all members present, as the chair of the Social Care Support Network for 2016/17 and was congratulated on her appointment. She pledged to strive to make the network working in the next 12 months to ensure the continuation into the future.

10. Nomination and Election of Trustees: Janti reported by the mid-day deadline of 11th July 2016, he had not received any nominations to be a trustee. The 2015 / 16 trustees were Robin Beeson; Janti Champaneri OBE; Maureen Bradley; Steve Kiekopf; Andy Merker, Liz Taylor and Steve Eyre. However, it was noted that there has been no contact from Steve in recent months.

Janti indicated that given the earlier actions of the meeting existing trustees could now continue in this role if they so wished as those articles relating to the need to step down had been suspended. Liz Taylor as the new chair asked if current trustees present would like to continue in this role and they confirmed. Robin Beeson, although not present at the meeting, had indicated he would continue. Janti agreed to provide Robin feedback from the AGM and confirm his willingness to continue as a trustee. Andy agreed to contact Steve and confirm his intentions. Janti asked if Vic Citarella in the audience would wish to stand as trustee but he declined.

Janti confirmed that the 4 existing trustees were duly elected making the total to 5, possibly increasing to 7 pending discussion with Robin and Steve. .

11. Any Other Business: Steve Kiekopf noted a vote of thanks for Janti Champaneri for chairing the Annual General Meeting. Maureen suggested it would be a nice gesture to present the QMG's a box of biscuits for allowing the Network to use the premises. This was agreed.

12. Date for next Annual General Meeting: Tuesday, 11th July 2017 - time and venue to published in line with the constitution.

Appendix 1:

Emergency Motion to be put before the AGM:

It is proposed that, subject to a vote on each part below, certain sections of the constitution as listed below are suspended or temporarily amended Sine Die pending review by the Trustees of the future activity and membership of the Network. This measure will be reviewed at the AGM as a standing minute until such a time that the Trustees make a final report back to the AGM in regard to this motion.

- A) In Section 6.2 (Trustee Meetings) the phrase “At least 3 trustees” is temporarily changed to “Trustees”.
- B) In Section 7 (Membership) in the first paragraph, the sentence “Once accepted by the trustees, membership can last for up to 3 years and may be renewed.” Is suspended.
- C) In Section 8.2 (Annual General Meeting) the sentence, “There must be at least 3 members present at the AGM.” Is suspended.
- D) In Section 8.7 (Annual General Meeting) the sentence “Once accepted by the trustees, membership can last for up to 3 years and may be renewed” is suspended.
- E) In Section 8(Annual General Meeting) in the last paragraph the phrase, “for a maximum of three consecutive terms. “ is suspended.

Background and Notes.

Background

The following motion arises due to the reduction in active members and trustees in the network during the previous 12 months. The changes represent pragmatic changes to the articles and Memoranda of the Network that a) reduce the number of people required for Trustee meetings and the AGM to be quorate or b) remove restrictions that could prevent individual members or Trustees continuing their involvement with the Network. The relevant sections from the Articles and Memoranda are presented below so that the context of the sentences or phrases may be better appreciated/understood.

Notes:

6 TRUSTEE MEETINGS

(1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will appoint a chair, treasurer and secretary. Trustees may act by majority decision.

(2) **At least 3 trustees** must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.

(3) If trustees have a conflict of interest they must declare it and may be asked to leave the meeting while this matter is being discussed or decided.

(4) During the year, the trustees may co-opt up to 2 additional trustees to make a maximum committee size of 10 trustees. Any trustees appointed by co-option will stand down at the next AGM.

The trustees may make reasonable additional rules to help running and functioning of the charity. These rules must not conflict with this constitution or the law.

7 MEMBERSHIP

The charity shall have a membership base. People who wish to actively support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. **Once accepted by the trustees, membership can last for up to 3 years and may be renewed.** The trustees will keep an up-to-date membership list.

With the agreement of the Trustees, members can be invited to join a board of management. This will involve attending meetings with the trustees to provide support, information and advice to them in the running and management of the charity.

8 ANNUAL GENERAL MEETING - AGM

(1) The AGM must be held every year, with 14 days notice given to all members advising them of the agenda. Minutes must be kept of the AGM.

(2) There must be at least 3 members present at the AGM.

(3) Every member has one vote.

(4) The trustees shall present the annual report and accounts.

(5) Any member may stand for election as a trustee.

(6) Members shall elect between 3 and 10 trustees to serve the charity.

(7) Trustees will hold this post for a maximum term of three years.

(8) In any one year one third of the trustees will be expected to stand down and for an election to these posts to be held at the Annual General Meeting of the charity.

Trustees who are standing down can stand for immediate re-election, and be reappointed by the Annual General Meeting of the membership of the charity **for a maximum of three consecutive terms.**