

Annual General Meeting  
Wednesday 17<sup>th</sup> May 2017 – 6.30pm  
Gooch Lecture Theatre, N&NUH, Norwich

**Minutes**

Item	Subject
	<p>Present: Tracey Allan, Kerry Kemp, Jonathan D’Arcy, Jane D’Arcy, Sharon Lilley, Jane Crockett, Carol Hale, Mandy Jackson, Debbie Tate, Liz Winter, Carol Weir, Christine Turner-Westley, Lindsay Little, Geraldine Walsh, Jo Gardner, Maria Hewkin, Nicky Yaxley</p> <p>Apologies: Julia Holland, Lisa Becker, Sue Henry, Sandra Oakes-Voysey, Jayne Raffles, Anne Harper, Becky Eglinton, Jacky Robertson, Sally Greer, Ann Feavers, Ruth Harcourt, Caroline Migo, Elaine Rudd, Tina Robinson,</p>
2	The Chair welcomed everyone and thanked them for attending.
3	The minutes of the AGM held on 18 <sup>th</sup> May 2016 were agreed as a correct record. No further action was required.
4	<p><b>Chair’s Report</b></p> <p>The Chair presented his annual report for 2016/17 Financial year.</p> <p>He began with confirming the charity currently has 7 trustees on the board, and that the roles of Chairman and Secretary are currently vacant. Following four trustees resigning last year, there were three Trustees that had been co-opted on to the board during the year, who would need to be officially elected.</p> <p>The current objectives were reviewed and it was confirmed that these were still relevant.</p> <p>To achieve these objectives, we have been able to;</p> <ul style="list-style-type: none"> <li>• Provide opportunities for patients to have direct access to experts</li> <li>• Provide opportunities for patients to talk to others who have already experienced breast cancer and undertaken reconstructive surgery</li> <li>• Provide the opportunity for patients considering reconstruction to view the results of completed surgery</li> <li>• Offer domiciliary care and health &amp; wellbeing services to perioperative patients</li> <li>• Promote and support the creation of additional support groups across the UK</li> </ul> <p>Looking to the future, the Trustees confirmed at the meeting that decisions taken during the year were taken in the long term interests of the Trust in line with Charity Commission guidelines.</p> <p>The Chair provided a brief review of some of the activities the charity has been involved in, all of which are in line with our first and most important objective of ‘providing information, support and practical help and advice’. This included there being active groups in Norwich, Kings Lynn, Leicester, Stevenage, Bristol, Cheltenham and Liverpool. Plus outreach groups in Norwich City Centre, Wymondham, Cromer &amp; Stalham.</p>

There has been a number of support requests generated via the website & support calls to the central office have increased significantly. The Central Support Team have also been working to develop partnerships with Breast Cancer Care, Macmillan and Breast Cancer Now which has also generated additional support requests. This approach is essential to ensure the services we provide as a charity are accessible to all those in need throughout the UK, and one we will be continuing to improve.

Leading and delivering this first objective, are our enthusiastic & committed volunteers and supporters. The Vice Chair, on behalf of the Trustees, thanked them all, along with the groups around the Country, who not only make all this happen, but are often at the head of the queue of volunteers helping to raise valuable funds.

As in previous years, the majority of expenditure goes towards providing and expanding support group services and promoting the charity throughout the UK as well as supporting the work of our Central Team. As part of ensuring the effectiveness and longevity of the charity, the three part time staff have 3 specific roles;

- Fundraising Officer
- Admin & Finance Officer
- Volunteer & Development Officer

The images from KAPE continue to be a great tool to raise awareness of the charity. With the support of Julia Holland the number of portraits will increase to include representatives from our new groups. Alongside this our new website, launched just over a year ago, has received a positive response and has led to an increased number of support calls.

The groups, under the guidance of the Trustees, have also continued to spend funds locally on individual initiatives that enhance the support in their area

Thanks were given to all those individuals who have been tirelessly fundraising for us over the last year, whether that be in the tens or thousands of pounds – every bit counts. We had significant support from local businesses who adopted us as their charity of the year, namely Hansells solicitors and Production Bureau whose contributions were considerable. Details of many of these events and supporters can be found on our website.

The early part of 2016 was a year of significant change in the charity with regards to both Trustees and staff movements, this meant that focus shifted to ensuring the day to day running of the charity was adequately covered. Since the recruitment of our new Fundraising Officer and re-allocation of roles this has allowed the charity to now focus on future development. The East Grinstead group decided to leave the charity in October and a full separation was implemented in November 2016

The charity now has a legal obligation to provide our employees with a pension scheme with effect from 1<sup>st</sup> April 2017, Almayr Green will be administering the scheme on behalf of the Trustees.

With 2017 being our 10<sup>th</sup> anniversary year, part of the celebrations included our annual ball at Norwich City Football Club. The charity is incredibly proud of the developments made in the last ten years, and although we are now a national charity, it is important we secure our local roots.

In conclusion the Chair thanked the Founders, fellow Trustees and every single volunteer who has contributed to the charity over the last ten years. Thanks were also given to our central support team and a welcome to Lisa. We now have a firm foundation and renewed purpose to build and develop the KA support network further, and an immediate focus on fundraising will help support.

A full version of this report is available on request or by visiting the Keeping Abreast website.

5	<p><b>Secretary's Report</b> Due to the board not having a Secretary in post, a secretary's report was not available.</p>
6	<p><b>Treasurer's Report</b> The following figures are for the financial year 2016/17 – a full breakdown of income/expenditure is available on request or by downloading the full Treasurers report on the Keeping Abreast website</p> <p><b>National Figures (excluding groups)</b>  <b>Total income raised this year - £73,832.48 (2015/15 - £75,231)</b>  <b>Total expenditure this year - £78,476.80 (2015/16 - £113,504)</b></p> <p>The figures above have been broken down into specific events for further internal accounting and budget planning. This includes the following notes relating to the income;</p> <ul style="list-style-type: none"> <li>• Since 2015/16 the Virgin money online donations are broken down into further individual fundraising events.</li> <li>• As booby cupcake week is held in around March the funds from each year are mainly deposited in the following financial year.</li> <li>• Each fundraiser excludes any gift aid received – as this is recorded separately</li> <li>• Some costs for the 2017 ball were paid in 2016/17 with the income expected in 17/18</li> </ul> <p>The national account received a total of £4,851 for the groups in line with our policy to review the accounts every 6 months and transfer any amounts over the agreed limit.</p> <p>With regard to expenditure, there are the following notes;</p> <ul style="list-style-type: none"> <li>• Rent, telephone and Broadband is included in office costs from 15/16</li> <li>• Local group costs were a mix of local room hire, local printing, group visitors and two local group grant approvals; Kings Lynn – 50% contribution for furniture in Breast Care Unit, Queen Elizabeth Hospital South West – Fitness classes</li> </ul> <p>Reserve policy - The Trustees believe a sum of £40,000 is an adequate cash reserve to cover the fixed costs of running the Charity for a period of one year</p> <p>In summary to enable Keeping Abreast to fulfill its main objective, the support groups and services provided to them varies based on several factors. Over the next 12 months the financial model will be reviewed to ensure that the charity maximizes its financial longevity.</p>
7	<p><b>Election of Trustees</b> Following on from being co-opted on to the Trustee board over the last year, Jane D'Arcy, Sandra Oakes-Voysey and Jayne Raffles were seeking election. This was proposed by M Jackson and seconded by J Gardner.</p>
8	<p><b>Appointment of Auditors</b> It was proposed that M&amp;A Partners would continue as the charity's auditors for the next financial year. The members unanimously agreed. Proposed by C Hale and seconded by L Winter</p>
9	<p>The Chair concluded by thanking everyone for coming and supporting Keeping Abreast – the meeting concluded at 7pm, and was followed by the Norwich Support Group.</p>