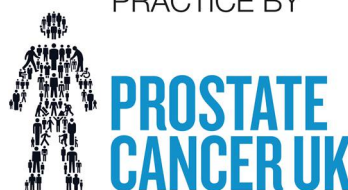


ISLE OF WIGHT PROSTATE CANCER SUPPORT GROUP



AWARDED GOOD
PRACTICE BY



AGM 2017 Minutes for Thursday April 20th 2017

1. **Welcome:** The Chairman (DK) welcomed all members of whom there were 28 in attendance. He especially welcomed 5 new members encouraging everyone to use the meeting to get to know someone new to them. Anne Snow the Lead Cancer Specialist Nurse was also welcomed to the meeting as our guest for the night.
2. **Remembering deceased members:** Fred Bolton and Derek Frost who have died since the last AGM were remembers in a minute of silence.
3. **Minutes of last AGM:** These had been circulated following the last AGM and again by post / e.mail in advance of the night itself. These were agreed as accurate proposer Roger Denness (RD), seconded Vic Vine (VV). There were no matters arising.
4. **Chairmans Report:** DK using powerpoint reviewed the past year the highlights included:
 - Achieving our aim of holding 11 monthly meetings at which we had 5 inputs from speakers with 3 late cancellations. Average attendance was 22 (down from 25 the previous year).
 - 12 monthly Trustee meetings & 3 Social events
 - DK made the point that you did not need to be a Trustee to get involved in activities and highlighted the inputs of Tony Hart / Newsletters; Norman Harris / Website; Charles Tull / New Leaflet (Recovering From Side Effects of Treatment) - as examples.
 - Raising Awareness was now a major activity as requested by the membership and Roger Denness and Alan Taylor (well supported by Geoff Dolby) were complimented on their leadership. 3 Community Events and 19 sessions (up from 12 the previous year) at St. Mary's Hospital were good evidence as was the wide coverage of banners and posters across the Island.
 - The Befriending scheme was once again growing in strength despite some problems. A Community Action Award testified to the appreciation it was receiving from the wider public.
 - Linking to patients travelling across for treatment remains an important priority but one which we are struggling to meet due to a). spread of patients using different hovercraft and b). lack of a volunteer(s) to take liaison forward.
 - Community Involvement (LTC Group & Patient Forum) DK & PH representing the group.
 - Fund Raising: DK pointed out that we had not organised many events primarily for fund raising as the good name of the group was leading to offers of support. For example Sandown Bowling Club looking to sponsor us in 2017/18. In addition we had achieved £800 in grants from TACKLE and Daisie Rich Foundation for our Raising Awareness activities.
6. **Treasurers Report:** At this juncture DK paid tribute to the outgoing Treasurer Margaret Turnbull who he said had made outstanding contributions to the group from the first day to the last. Margaret had been one of the first members of the group and had been treasurer for 5 years. In the early days the group had nothing and today it was in a very healthy position, something for which the group had to be very grateful to Margaret. DK then invited the new Treasurer Geoff Dolby (GD) to update the meeting about the current financial position. GD then circulated printed accounts. He explained that these were not required to be audited by the Charity

Commission but in accordance with their advice on good practice they had been externally validated by an accountant who had used the Charity Commissions' format for this process. The highlights raised by GD were that income was down from £6,191 to £2,647 mainly due to a large donation following the death of a member featuring in last year's accounts. Expenditure was up from £3,044 to £4,427 largely due to activities around purchase of banners for raising awareness. Finally assets were down from £10,413 to £8,652. The accounts were approved by the meeting, proposer PH seconded by VV.

7. Elections: DK Paid tribute to the outgoing Trustees Margaret Turnbull (see above) and Trish Boyle who he said had made a tremendous contribution in terms of sound advice and decision making. She had also been key player in the development of the new leaflet 'Recovering from Side Effects of Treatment' (see above).

7.1 Chairman: DK stood down and the Vice Chair, Peter Hunt (PH) took over. He explained that attempts had been made for 6 months to find a replacement for DK. The culmination of these efforts were that DK would continue for another year with the proviso that Alan Taylor would stand for the post next year. There were no other nominations. DK was proposed by RC & seconded by VV. and the motion was carried by a show of hands.

7.2 Vice Chairman: DK paid tribute to the work of PH during the past year. PH confirmed he was willing to stand and there being no other nominations PH was proposed by Marcus Scott and seconded by Steve Chick, the motion was carried by a show of hands.

7.3. Secretary: DK invited nominations for the role of Secretary. There were none. DK explained that in this on-going situation he was prepared to continue to cover the vacancy.

7.4 Treasurer: GD confirmed that he was prepared to be nominated and there being no other nominations he was elected to the post by a show of hands. Proposer: RD Secunder VV

7.5 Trustees: DK said that the following trustees were prepared to continue: Roy Colledge; Marcus Scott; Alan Taylor, Roger Denness and Vic Vine. The proposer was PH and seconder DK and these trustees were duly elected by a show of hands. DK then pointed out that together with the executives this would bring the total number of Trustees to 8 and that there were vacancies for a further 4 trustees plus room for 2 co-opted trustees as well. Two nominations were received from the floor i.e. John Steege and Sharon Merrick. They agreed to stand. The proposer was PH and the seconder was VV. They were approved by a show of hands.

8. Proposed Changes to Constitution: DK explained that these had been circulated in advance of the meeting by e.mail / post and no adverse comments had been received. The changes were then put to the meeting and duly approved by a show of hands. They were:-

8a). The intention to have an external validation of the accounts. The proposed wording will be: *'Trustees must keep accounts. These should be externally and independently validated, for this purpose *appendix A should be used. *Appendix A is an A4 form provided by the Charity Commission.*

8b). A change to the wording around signatories on cheques. The proposed wording will be: *'Money must be held in the charity's bank account. All cheques must be signed by one of the two designated trustees.'* In order to support the regulation of accounts the Trustees have introduced a new trustee 'monitoring' role. the appointed person will counter-sign the monthly account report submitted to Trustees. This will not affect the decision to have an external validation annually.

8c). Further clarification over the use of Group funds for projects and/or Prostate Cancer Research; The proposed wording will be: *'The Group will annually calculate a figure from its funds to be donated either to a local project, which will enhance the experience of care for Urology patients, and/or to Prostate Cancer Research'.*

8d). Finally it is proposed to delete references in the Constitution to the term UCWE CARE. This latter change is because of our recent change in title to Prostate Cancer Support Group and the omission of any reference to Urology.

9. Any Other Business: No other Business had been notified in advance and the meeting then ended at 6.50 p.m.

10. The meeting concluded with **Wine & Cheese** and the opportunity for informal contact.

DK April 21st. 2017