



## MINUTES OF A.G.M.

WEDNESDAY 28<sup>TH</sup> OCTOBER 2020

### Present :

**Members** – Andrew Burton, Sir Jack and Lady Lydia Stewart-Clark, Ian Laing, Iain Macdonald, Eric Proven, Jan Wemyss, Jeanette McIvor, Harun Rashid, John Ferguson, Carol Findlay, Jean Muir, Dan Blake, Alison Macartney, Lisa Houston, Alistair Rarity, Angie Alexander, Lynsay McGill, Dan Blake, Anne Mitchell

**Staff** – Gillian Smith, Liz McIntosh, Linda Drysdale, Lorna Russell, Sue Hope

**Apologies** – Graham Hunter, Cllrs. N. Work and G. Hutchinson, Mary Docherty, Pamela McLauchlan, Allison Hobbs, Stephen Harris

Chair, Andrew Burton, welcomed everyone and thanked them for their attendance on this, our first Zoom A.G.M. due to the Coronavirus pandemic. Andrew explained the procedure for the evening. He explained that all motions would be automatically accepted unless anyone raised an objection.

**Proceedings of 2019 A.G.M.** – These were ratified

**Minutes of 2019 A.G.M.** – These were approved. Andrew proposed and Iain Macdonald seconded

### **Directors' Report –**

- **Core Funding** - Some changes have been made by our Core Funders regarding the provision of Day Care Services – a clear and concise proposal to retain central funding for Day Care has been submitted; the tender process is yet to be concluded, but a continuation of existing funding levels are still in place until that is complete
- **Ferrymuir Project** – Sadly, talks have now ended regarding the proposal of a purpose-built facility for Day Care and Respite. This opportunity is no longer being pursued. Andrew thanked the Q.D.C.C. team who worked with us on investigating this Project. It is hoped other opportunities may occur as a result of our relationship with the Community Council
- **New Directors** – New faces were welcomed to the Leadership Team to compliment an experienced and capable Board of Trustees. Angie Alexander, Lynsay McGill and Graham Hunter have joined since the last A.G.M. and are already making considerable contributions to the work done during these challenging times.

## **Finance Report –**

- Ian Laing spoke to the Accounts
- He stated it had been a particularly good year and thanked all for ensuring this result and, especially the Fundraising Team, which has raised the fantastic amount of £77000
- Regarding expenditure, the biggest costs revolve around rent and staffing; improvements have been made to the property and new computers have been purchased
- Trishaw has been purchased
- Queensferry Care is delighted to report a surplus of £33,974 for the past year. Our charity is in a much better financial position as a result and we continue to provide services to the community.
- Lothian Pension Defined Benefits Scheme - We now have extinguished our liability to Lothian Pension Fund having paid the last instalment of £3,000 in this financial year of 2019/2020.
- Ferrymuir– Because we have stepped back from this Project, £50000 of designated funds have been returned to the general reserves.
- Current Reserves Policy - it is prudent and reasonable for QCCC to ideally hold a minimum of three months Operating Costs as reserves and this would equate to a level of £75,000. This would be sufficient should we, for any reason, lose our funding from Edinburgh Council and allow sufficient time for the Directors to consider the future of the charity.
- Formal Approval was sought for the accounts – John Ferguson Proposed and Andrew Seconded

Andrew thanked Ian and his team for all the work they do to manage the funds on behalf of Q.C.C.C.

## **Appointment of Directors –**

The following Directors retired by rotation – Ian Laing and Harun Rashid – both are willing to be re-elected

The following Directors were appointed since the A.G.M. of 2019 and now retire and offer themselves for re-election – Graham Hunter, Angie Alexander and Lysay McGill

Andrew proposed they be re-elected en masse and this was accepted

Andrew thanked all the Directors for their continued support.

## **Appointment of A9 Partnership as Accountants –**

Proposed - Andrew and Seconded - Ian Laing

## **Directors' Report (cont) –**

- **Currently** – we have continued to build on our presence in the communities we serve and to strengthen relationships, both old and new. We continue to look at ways to expand and improve our services; Andrew expressed thanks to the Services Committee for demonstrating real strength in this operation
- As a Leadership Team we must understand who we serve and how we do it, why the Charity exists and why it does what it does and lastly, the benefits it brings to our communities especially in uncertain times

- **The Future** – The Board should reflect on the Charity’s history and background and what our purpose is. The Board intends to revisit this and to confirm that we are still a “value-based” charity, determining what those values are; by doing this our decision-making can be “means tested” to ensure the following –
  1. Our values and principles are central to how we move the Charity forward
  2. services provided are shaped to give them clarity and purpose
  3. Funders are assured that our approach is in line with core values and demonstrate the benefit brought to our communities

The above will allow the definition of –

1. Who we are
2. Who we serve
3. Why we serve
4. Why it is important we do so
5. How we serve

This will provide a framework for the Management Team to develop the Service operations, give assurance to the Fundraising Manager to be able to fund those operations and a structure to every team member, volunteer, service user to experience the best Q.C.C.C. has to offer.

**Managers’ Report** – Liz mentioned some highlights of the past year:

- Expansion of the Lunch Club facility in Kirkliston and Ratho, with 22 people regularly using the service in Kirkliston, and between 6 and 11 in Ratho
- Day Care Team has expanded what is on offer, thanks to grants which have been received; music is a major part of this and there have been many excellent productions viewed over the past year
- Supper Club – again this has been expanded due to a further application for a grant being accepted – this is for three years; two nights per month can now be covered and up to 14 couples are involved
- Staff changes – Jen, Joanna and Stephanie have moved on; Linda Drysdale moved from being a Relief member of staff to being on the Team; Alison Hobbs is now a Relief member of staff
- Good number of young volunteers helping at the Haven, which makes for excellent intergenerational work; some of these young folks go on to careers in the Health Service
- 85 volunteers have donated 4850 hours for which Q.C.C.C. is very grateful
- Gardening service has been set up and 11 gardens have benefitted from it; this is done free of charge, but people have made generous donations to Q.C.C.C. as a result
- Lorna is kept very busy with her work for the Volunteer Hub as well as managing our Volunteers and many thanks were expressed to her
- Inspiring Volunteers Award received by Lynne McIntosh
- Liz and Gillian thanked staff for all their hard work and support, especially with the Coronavirus challenges

Andrew thanked the staff and volunteers for all they do to assist the work of the Charity.

### **A.O.C.B. –**

- At the start of the year Carol Findlay, our Fundraiser, left Q.C.C.C. for pastures new. Since joining us in 2016 she has raised more than £300000 for the Charity. This has been vital for keeping the doors open. She, also delivered the Tri-shaw Project in collaboration with the Rotary Club of South Queensferry. Andrew thanked Carol for all she has done and wished her well for the future.
- Sue Hope has been appointed as the new Fundraising Manager. She will be responsible for creating and delivering a Fundraising strategy which supports the work of our operational team and strengthens the position of the Charity in these uncertain times. Andrew introduced Sue who spoke to the A.G.M. as follows –

Sue said she was delighted to be part of the organisation and, already feels it is a privilege to be with us. She has witnessed the welcoming ethos from all she has met, and realises that Q.C.C.C. is highly regarded. Sue went on to say that we are obviously in a different landscape given Covid 19. She has decided to concentrate on short to medium term issues and will be looking at a Christmas Appeal and a Winter Newsletter with a positive spin to it e.g. what's been happening recently, the Tri-Shaw, the Golf Competition and the fact that the Charity is to be the beneficiary of sales from the Photographic Group's Calendar.

Sue hopes to expand the 200 Club and create a rolling programme of Trust applications for Day Care at home and for any major items of equipment required.

Sue hopes to develop a Fundraising toolkit to help those doing something of their own to benefit the Charity.

She hopes to put in place a Legacy and Tribute campaign

A colleague of Sue's, Lisa Houston, will team with Sue to assist her with Communications. Lisa has a background in social media, the web and branding

Sue would be glad to hear from anyone with fundraising ideas

Andrew thanked Sue for her contribution and stated how much the Team is looking forward to working with her to benefit the Charity. Andrew stated that Communications is certainly an issue which will be developed.

### **Close of Meeting –**

As there were no questions put forward, Andrew moved on to closing the meeting. He thanked all for their attendance and highlighted the importance of what the Charity provides to vulnerable people, especially during this time of Covid 19. The support Q.C.C.C. receives is vital and hugely appreciated. He praised the legacy left by those who have gone before and how it has been prudently managed. As current Chair, he hopes that the legacy the current Leadership Team leaves will be as strong.

Andrew wished all well and hoped that everyone will keep safe.