



MINUTES OF A.G.M.

WEDNESDAY 28TH SEPTEMBER 2022

Present :

Members – Douglas Stuart, Alistair Rarity, Jean Muir, Peter Fitzgerald, Jackie Fitzgerald, Peter Woollven, Eric Proven

Friends – Cllr Norman Work, Revd. Derek Munn, Morag Scoular

Board – Matt Purdie, Angie Alexander, Alison MacCartney, Lynsay McGill, Harun Rashid, Ian Laing

Staff – Gillian Smith, Liz McIntosh, Linda Drysdale, Lisa Houston, Allison Hobbs, Joanne Peat

Apologies – Lady Lydia Stewart-Clark, Lewis Younie, Alison Mirtle, Sue Hope, Jan Weymss, John Ferguson, David Pomfret, Douglas Hosie, Iain Macdonald, Cllr Stephen Jenkinson, Andrew Burton, Lorna Russell, Terry Airlie, Kevin Laing, Louise Young, Kate Hunt

Welcome – Finance Director, Ian Laing, welcomed everyone and thanked them for their attendance at South Queensferry Medical Practice where the meeting was being held. He passed on Andrew Burton's apologies and welcomed founding member Dr Douglas Stuart, and past chair Mr Peter Fitzgerald. Revd. Derek Munn, of Queensferry Parish Church opened the meeting with a prayer.

Directors' Report – Ian went on to give the Directors' Report in Andrew's absence. The past year has been challenging but incredibly rewarding. Service users and staff have moved back to The Haven, the hybrid service of visiting people in their homes has been successful and continues. QCCC have an incredibly good team in place who are well thought of and well managed. Ian thanked the management team, staff and volunteers for their hard work. For the next couple of years Edinburgh Council have funding in place but there will be challenges and exciting opportunities going forward. Ian thanked the Board for their continued support and highlighted there are vacancies on the Board to be filled. Ian confirmed Jan Wemyss, has stood down from the role of Company Secretary, and recorded appreciation from the Board and staff for the time she has served. Anyone interested in joining the Board was invited to speak to Ian at the end of the meeting.

Managers' Report – Liz gave this report and spoke of what she considered to be the highlights of the past year –

- After a year of just Gillian and Liz at The Haven how wonderful it has been to welcome service users back, in smaller numbers to begin with, but gradually increased and is now back to normal.
- During Covid staff and volunteers were able to provide a service in people's homes which was remarkably successful. Not as many service users have decided to remain on the hybrid service now The Haven is open, but for those not ready or those requiring palliative care at home and who would, in the past, have been referred to other services, have been able to receive visits.
- Day Opportunities highlights have been live entertainment and live music at The Haven. During Covid concerts were provided via Zoom but some service users were unable to access them and missed that in person experience.
- The remarkable resilience and adaptability of the staff under difficult conditions due to Covid.
- The adaptability of the volunteers during Covid, who looked to new ways to maintain contact with our service users, including making regular phone calls
- Liz quoted Tom Ford "The most important things in life are the connections you make with others." Seeing the staff back together and people back in The Haven making those connections has been incredibly rewarding.

Liz thanked all staff and volunteers for their hard work and the Board for its continued support during a challenging year.

Finance Report – Ian Laing confirmed this would be his last Financial Director Report as he is standing down after 8 years and handing over the responsibility to Harun Rashid. Given all the restrictions, QCCC ended the year with a surplus of £8,208 and reserves of £208,425 which is remarkable as funding from the council hasn't kept in line with inflation. The employment of professional fundraisers has benefitted the charity. Due to Covid, and the closure of The Haven, costs had been reduced. Iain Macdonald and Sue Hope have done an excellent job in securing funds, including the final instalment of funding from the Robertson Trust of £17,000 a year over a 3-year period, and this year £20,000 for the next 3 years from Tor Christian Foundation. We are members of Living Wage Scotland, and this ensures all our staff receive at least this recommended level of income. Indeed, this year due to the Scottish Government providing additional funds we have been able to pay above this level for our support staff. A revision to the Living Wage is being implemented in November which will be passed on to staff. Ian thanked Sue Hope, our Fundraising Manager, Stephen Harris, our Finance Administrator, and Iain Macdonald, our Fundraising Committee Chair, for all they and the Committee had done to help achieve the success we have had.

A.O.C.B. – A question was asked regarding the cancellation of the Golf Tournament scheduled for 19th September and the fee teams had paid to participate. Ian and Liz advised the event was postponed due to it being held on the day of Her Majesty The Queen's funeral. After consultation with Rotary, Dundas Parks Golf Club and event sponsors, it has been agreed to reschedule the event for May 2023. Sue Hope will be contacting the team heads to advise the rescheduled date and to offer either a refund of the participation fee or the option to carry it forward to May.

Resolutions –

1. To approve the minutes of the meeting held Thursday 30th September 2021
Proposed – Matt Purdie; Seconded – Eric Proven
2. To receive the Annual Report and Financial Statements for year ended 31st March 2022
Proposed Alison MacCartney; Seconded – Peter Woollven
3. To approve the re-appointment of A9 Chartered Accountants
Proposed Harun Rashid; Seconded – Alison MacCartney
4. To approve the election of Andrew Burton as Director and Chair
Proposed – Lynsay McGill; Seconded Harun Rashid
5. To approve the election of John Ferguson as Director and Deputy Chair
Proposed – Peter Fitzgerald; Seconded Alison MacCartney
6. To approve the election of Dr Alison MacCartney as Director and Chair of Services Committee
Proposed – Ian Laing; Seconded Angie Alexander
7. To approve the appointment of Harun Rashid as Finance Director
Proposed – Lynsay McGill; Seconded Angie Alexander
8. No A.O.C.B. Resolutions to approve

All resolutions approved.

This concluded the meeting and Ian thanked everyone for coming, particularly the members, as we wouldn't be a charity without them. We have lots of challenges ahead but are in a good position to meet them.