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**Minutes of A.G.M**

**Thursday 28th September 2023**

**Present:**

**Members –** Joan Milne, Jean Muir, Pat Jones, Peter Woollven

**Friends –** Rev Derek Munn

**Board –** Andrew Burton, Alison Macartney, Iain Macdonald, Lynsay McGill, Morag Scoular, Harun Rashid, Angie Seggins, Rev Ann Inglis, Katie Ferguson

**Proxy Forms –** John Ferguson, Ian Laing, Alison Mirtle, Peter Fitzgerald, Jacqueline Fitzgerald

**Staff –** Linda Drysdale, Liz McIntosh, Allison Hobbs, Lisa Houston, Sue Hope

**Apologies –** Matt Purdie, Peter Fitzgerald, Jacqueline Fitzgerald, Alison Mirtle, Ian Laing, John Ferguson, Gillian Smith, Catherine Lamb, Janette McIvor

**Welcome**

Andrew Burton welcomed everyone and thanked them for attending. He announced the new Finance Director Harun Rashid and the new Company Secretary Katie Ferguson. Andrew also thanked Alison Macartney for allowing the AGM to be held at South Queensferry Medical Practice.

**Director’s Report**

Andrew went on to give the director’s report. Rev Ian Wells decided to step down as Honorary Vice President in June 2023, Andrew thanked him for his support he has given QCCC over the years.

There was a strategy day held at the Haven on the 23rd of September which was to reflect on the past and how we see the future. Andrew noted that the last few years have been tough but by focusing on what we can do in the future can ensure that we are still making a difference.

With it being the 30th anniversary of QCCC this year, it has shown how much the charity has done over the years and demonstrates what life should be like.

Andrew concluded the directors report by acknowledging that it has been a good year with the service going back to normality which couldn’t have been done without the operations team’s help and thanked them for all they do.

**Manager’s Report**

Liz gave the manager’s report. From April 2022 to March 2023 saw the first year since the pandemic that QCCC had an undisturbed service.

There are two main points Liz wanted to highlight in the report this year:

1. QCCC had their first care inspection in six years (since 2017). There was an inspection due in 2020 but due to COVID we were seen as low risk. The inspection went really well with a few areas needing to be adapted but the inspector could already start seeing the changes. During the evaluation the inspector: spoke to 20 people using the service and their families; spoke with staff, volunteers and managers; observed practice; reviewed documents; and spoke with professionals involved with QCCC from which we received a good report from all. The Inspector noted that people enjoyed the service and that the people were treated with kindness, dignity and respect. The inspectors are due to come back again next year and the management team will continue to focus on improving in the areas identified.
2. Contract negotiations are taking place now. It is hoped that the next contract will be award for five years with the possibility that it will be extended for three years after that. From this, we will need to start moving to self-directed funding as there may be cuts to the new contracts moving forward. It is a great opportunity for QCCC to move to a blended model as there will be more flexibility and potentially less fundraising needed to bridge the gap.

Liz thanked the staff, volunteers, and the board for their support as we couldn’t do it without them. The managers’ report was concluded with a quote from Steve Jobs “Great things in business are never done by one person: they’re done by a team of people”.

**Finance Report**

Harun started the finance report by thanking Ian Laing for his work as Finance Director over the last eight years. QCCC ended the year with a small loss of £2,708 which is a good result for us considering the increasing rates of inflation and costs to the charity. This loss is made up of income of around £320k, expenditure of around £323k. Within the annual report there are pie charts (Page 17) which shows a breakdown of the income and what it costs to fund the service. Sue and Iain have been trying to bridge the gap with fundraising circa £75k.

Harun reassured that we are still in a good position as there are currently strong reserves and there is a hope that the funding structure will change so there isn’t as big a gap to fill in order to break-even. Andrew also added that there will continue to be challenges moving forward with shifting in funding structure and bridging the shortfall.

Full accounts are available on both Companies House and on our website.

**A.O.C.B**

Rev Derek Munn spoke about how the two churches (South Queensferry and Dalmeny) were doing a charity Christmas card this year. He asked everyone at the meeting if they could draw around their hand so it can be put on the Christmas card so QCCC would be represented.

No questions were asked.

**Resolutions**

1. To approve the Minutes of the 2022 Annual General Meeting

**Proposed - Alison Macartney; Seconded - Morag Scoular**

1. To approve the Accounts for 2022/23

**Proposed - Andrew Burton; Seconded - Rev Ann Inglis**

1. To appoint the following as Directors:

Ian Laing, Harun Rashid, Lynsay McGill, Angie Seggins, Morag Scoular, Rev. Ann Inglis

**Proposed - Iain Macdonald; Seconded - Andrew Burton**

1. To appoint the following as Office Bearers:

Andrew Burton as Chairman of the Board of Directors

John Ferguson as Deputy Chairman of the Board of Directors

Dr Alison Macartney as Chair of Services Committee

Harun Rashid as Finance Director

**Proposed - Jean Moore; Seconded - Peter Woollven**

1. Appointment of The A9 partnership as accountants.

**Proposed - Andrew Burton; Seconded - Harun Rashid**

1. No A.O.C.B Resolutions to approve.

**All resolutions were approved unanimously with no voices or proxy votes of dissent.**

Andrew concluded the meeting by thanking everyone for coming was looking forward to seeing people at some of the 30th birthday celebrations. Thanks was also given to the team at QCCC and everyone involved as we wouldn’t be here without them. Andrew also mentioned that if there is anything we could do or any ideas for the future to please either drop into the Haven or let us know.