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| NORTH HIGHLAND CANCER INFORMATION AND SUPPORT CENTRE, SCIO (SC048935) |  |

### 5A High Street

**Thurso**

**KW14 7AG**

Minutes of Annual General Meeting held on Monday 4th September 2023 at 11.00 am.

PRESENT: -

Mairi Forbes Maureen Moncur Barbara Cormack

Margaret Sutherland Annette Ward Mandy Bartlett

Mary Thompson Linda Sutherland Isobel Marshall

Malcolm Clark Frankie Murdoch Chloe Anderson

Andy Angus Rowland Shallcross Margaret Mackay

Veronica Clark Margaret Bruce John Campbell

1. WELCOME

Isobel welcomed everyone to the meeting. She thanked everyone for coming along, and stated that it was good to see another good AGM turnout, though she noted that there were quite a few folks who unfortunately could not make it this year.

2. APOLOGIES FOR ABSENCE

Jean Dunnett Sarah Dickinson Stan George

John Belka Jenniffer Ironside Joan Mackay

Nessie Mills

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the 2022 AGM were distributed to all the members and were adopted as a true record.

Proposed: Malcolm Clark

Seconded: Andy Angus

4. CHAIRMAN’S REPORT

Isobel intimated that her report was pretty self-explanatory, and the present members stated that they had read the report ahead of the AGM and were happy with what it contained. A copy of the report is attached at the end of this document.

5. TREASURER’S REPORT

The treasurer presented her report to the members in attendance, which reads as follows:

Once again, we had a very good year – people are so generous! Our balance at 30/06/2023 was £78,684.40. Although we are showing a deficit this year of £6,058.94, we bought furniture and fittings that accounted for £4,498.70, and we paid Morson £3,062.41.

This year our insurance proves to be expensive, but by next year we will have done some research to see if we can obtain a better price offering the same cover.

Once again, the calendars sold well, with many customers paying more than the asking price. Thank you, Barbara!

Our Christmas lunch was quite expensive, but as we had no outing in the summer it was felt that we should give something back to the members.

Again, Linda had a great raffle which raised an impressive £1,259.99 – thanks Linda! Your fundraising is appreciated as always.

There were no questions in respect of the finances.

6. MEN’S GROUP REPORT

Malcolm presented his report on the Men’s Group, as well as providing an update on the state of the Macmillan Funding, which reads as follows:

**Cancer Support Group for Men 2022 - 2023**

The ‘Men’s group’ is now in its 8th year. The group have continued their monthly meetings at the NHCISC where the numbers have remained steady with an average of 5-7 men per meeting. They had a couple of new members join the group whilst a few have left. Meetings in the afternoon have remained the preference for the members.

Malcolm would like to thank the men who have supported him in keeping the group going.

Additionally, the group are indebted to the chair and committee of the NHCISC for allowing them to use the centre. Without this, the group would not exist.

 **Project to employ staff for the NHCISC with funding by Macmillan Cancer Support.**

Malcolm has continued to work with Macmillan Cancer Support staff throughout the year. The Chair and NHCISC Committee are pleased to announce that the Grant Application has been signed and returned to Macmillan Cancer Support and funding to the sum of £180k should be made available in the coming weeks. This funding is being provided to recruit and employ 3 members of staff on 3-year contracts. The staff will be employed to develop a business strategy for the centre to ensure its longevity whilst aiming to offer improved levels of cancer support for the wider community.

It is hoped to hold a promotional event to advertise and answer questions about what this all means for the NHCISC in the near future.

The Chair and Committee would like to thank Chloe who has been helping with general office duties at the NHCISC and also with the preparations for the forthcoming transitions. She has had a steep learning curve and we are grateful for all her efforts during this time.

There were no questions in respect of Malcolm’s report.

7. PRESENTATION OF PROPOSED AMENDMENTS TO THE CONSTITUTION

The proposed amendments to the constitution were outlined by Malcolm, who explained that himself and Margaret, with the help of the Office Manager, reviewed and revised the NHCISC constitution with the aim to more accurately reflect current day NHCISC processes, as the constitution has not been updated in many years and likely is not fully accurate to the way we currently operate. He explained that most of the changes were largely minor, such as changing clauses relating to post and email communication to place the emphasis on email as a default unless otherwise required, as most people prefer to communicate this way in the current day.

One member expressed reservation regarding one of the proposed changes (changing the constitution to use more gender-neutral language instead of e.g., his or her), explaining that he disagrees with the decision and feels there is nothing wrong with the constitution as it currently stands, in this regard. Malcolm highlighted that he sympathised with the member’s reservations, but that it was important to look at the issue from an outsiders’ point of view and that it is important to consider everyone’s comfort with the aim to avoid causing offence.

It was ultimately decided that all the members were happy enough with the changes, and that they would be incorporated into the NHCISC constitution going forward.

A full outline of the proposed changes is attached at the end of this document.

8. ANY OTHER BUSINESS

**Volunteers:** Mairi brought up the fact that we are currently desperately short on volunteers, which is causing difficulty when it comes to filling out the monthly rotas. In particular, most Thursdays are only covered by one person each shift at the moment, which is not too problematic as the days are much quieter than Mondays, but it further highlights the current issue of limited volunteer numbers. She explained that people often say they would like to volunteer, but often do not end up following through, though she is unsure of the exact reasons for this. She also highlighted the recurring issue that we experience in that typically, once younger people finish their cancer treatment, they want to return to the workplace, and as such even if they attended the Centre during treatment, it means they often are unable to volunteer with us after this. As such, this means we are mostly reliant on the older generation (i.e., those of retirement age) for volunteers. The members present are optimistic that our upcoming Open Day will help to spread the word to more interested parties, and we are hoping that we will manage to gain at least a few new volunteers following the event. The overall feeling is that although things are tricky at the moment, that we will continue to be optimistic and keep trying to take in new volunteers.

**NHCISC Open Day:** Malcolm talked to the members briefly about our upcoming open day, confirmed to be going ahead on Saturday 30th September, from 11am to 1pm. He explained that, now all the documents have been signed by us, the Macmillan funding is in place and confirmed to be going ahead, and so we are now able to start the recruitment process for the three new funded posts. Malcolm stated that the open day will be a good opportunity to get the initial word out about these three positions, ahead of the actual recruitment process, giving potentially interested applicants time to prepare and think about the roles. He explained that he is hopeful these new employees will do a great job at helping to resolve issues at the NHCISC, such as IT and communication, volunteer recruitment and scheduling, training, etc., and thus this will massively reduce the burden on the committee.

Andy stated that he is very grateful for all the hard work the committee has done, and extended a well done to Malcolm for his efforts this year.

**Christmas Lunch:** Isobel briefly asked the members their feelings regarding this year’s Christmas Lunch, suggesting that we return to the Castletown Hotel again as it was felt to be a great success last year. The members were all happy to go ahead with this.

**9. RETIRING COMMITTEE STAND DOWN**

The current committee were stood down, in line with Clause 59 of the Constitution.

**10. ELECTION OF NEW COMMITTEE**

All but one member of the current committee intended to stand for re-election. Joan Mackay has retired from her position, having advised the committee prior to the AGM, in line with Clause 60.1 of the Constitution.

Thus, the following members stood for re-election, in line with Clause 60: -

Isobel Marshall Barbara Cormack

Jean Dunnet Linda Sutherland

Frankie Murdoch Margaret Mackay

Malcolm Clark

This left one vacant place remaining on the committee. The following members stood for election for this position: -

Mary Thomson Andy Angus

Proposed by: Linda Sutherland Rowland Shallcross

Seconded by: Veronica Clark Malcolm Clark

As more than one member stood for election, a vote was cast, in line with Clauses 44 and 57 of the Constitution. All present members voted, with Mary Thomson emerging as the successful candidate.

Therefore, the committee members for the current year are:

Isobel Marshall Barbara Cormack

Jean Dunnet Linda Sutherland

Frankie Murdoch Margaret Mackay

Malcolm Clark Mary Thomson

**11. CLOSING VOTE OF THANKS**

Isobel once again thanked everyone for attending the AGM.

There being no other competent business, the meeting closed at 11:35am.

*[Attachments: 2023 Chair’s Report; List of proposed amendments to the NHCISC Constitution]*