

Annual General Meeting

9th December 2013, Neurosupport Centre

Chair: Alan Griffiths (Acting Chair of Trustees)

Minute taker: Jan Northcroft (Staff member)

1.	Welcome
	<p>Led by Mencap Liverpool members Kyle Ngau and Lewis Scott, the AGM opened with a series of oral and video presentations from 'Our Say, Our Way' - Mencap Liverpool's young members' group.</p> <p>Our Say, Our Way members shared some of the life challenges and issues that they face, before explaining how Mencap Liverpool has helped them deal with these issues, through practical support around travel training and career planning, as well as simply being on hand to listen and advise.</p> <p>The group also described some of their recent activities, e.g. their ideas on the forthcoming Mencap Liverpool office move. The group would prefer somewhere that was accessible and in the city centre, with separate space for staff to work and members to enjoy social activities.</p>
	<p>Steven Carnes, who had recently joined Mencap Liverpool, shared his experiences as a member. Steven spoke about the difference Mencap Liverpool has helped to make to his life, saying "thanks for pointing me in the right direction".</p>
	<p>New staff team</p> <p>The Mencap Liverpool staff team introduced themselves and the work they do, as there were several new faces since the previous AGM. The staff team now comprises Lois Nash (Volunteer and Befriending Manager), Sarah Lee (Fundraising Manager), Sheldon Griffiths (Outreach Co-ordinator), Jan Donnelly (Career Coach), Janet Sullivan (Members Liaison Officer) and Jan Northcroft (Communications and Finance Officer).</p> <p>Also part of the team was Hailey Wood, Co-ordinator of the LEAF project run in partnership with Knowsley-based Alternative Futures Group (AFG), and Ruth Ashton, a John Moores Social Work student currently on placement with Mencap Liverpool.</p> <p>Staff highlights for 2013 included:</p> <ul style="list-style-type: none"> • £12k raised through singing competition 'Liverpool Idol', which was Mencap Liverpool's biggest-ever fundraising event. • The LEAF Project – this xxxx-year volunteering project will see local people with a learning disability gain important work and life skills through volunteering opportunities. • The Gentleman's Club and Liver Birds groups, which offer Mencap Liverpool members an opportunity to meet, socialise and share views.

	<ul style="list-style-type: none"> • Developing a strong advocacy element to our Outreach activity. • The much-needed 'Carers Information Booklet', and a brand new Mencap Liverpool website.
2.	Minutes of 2012 AGM
	The minutes of the 2012 AGM were reviewed and agreed to be a true and accurate record.
	Matt Smith proposed that the 2012 AGM minutes be accepted and Steve Carnes seconded the proposal.
3.	Trustees' Report
	<p>Board Member Matt Smith presented the Trustees' Report for 2012-2013.</p> <p>Matt informed the group that five Trustees had left the Board – namely Ed Gilchrist, Ann Cavanagh, Peter Cowan, Libby Higgins and Phil Blything – and he formally thanked them for all their hard work.</p> <p>He also welcomed Steve Mahon and Carolyn McConnell to the Board.</p> <p>Matt then presented a snapshot of the highlights from the year, as seen by the Board, including:</p> <ul style="list-style-type: none"> • 'Stay Safe' project: funded by a £19k grant from Merseyside Police, and involving businesses across the city, this project helps local people with a learning disability feel more safe in their communities. It has been largely delivered by members Paul and Jamie. • Access to Heritage (A2H): The A2H project continues to make arts and culture more accessible through 'Our Multisensory Lives' – a collaborative research project which showcases interactive sensory objects made for and by people with a learning disability. • Outreach: we have helped one of our members look for and secure brand new living accommodation just when they needed it. • Volunteering: we are now working in partnership with AFG, which came about from our strength in recruiting and supporting volunteers. • Carer support: we have organised a range of workshops, including one on IT, for those who care for someone with a learning disability. Workshops have been well-attended and feedback received has been extremely positive. • Communications: having secured a £4k grant from Royal Mencap, we have developed an excellent website template that will be used by other Mencap local groups. • Finances and fundraising: all the fundraising activities that members and supporters have been involved in over the past year, from bucket collections to Liverpool Idol, have helped Mencap Liverpool continue its vital work in supporting people with a learning disability. <p>Finally, Matt expressed the Board's appreciation for the hard work and contributions of former Outreach Manager Laura Higgins, and Personal</p>

	Development Coach James Hughes, who had since left the organisation.
4.	Finance Report
	<p>Trustee Steve Mahon presented a review of the accounts to 31 March 2013. First, he explained that Mencap Liverpool had been hit by the current economic climate, that we had been chasing a shrinking pot of funding with even more competition and criteria to meet.</p> <p>The meeting was asked to note the following:</p> <ul style="list-style-type: none"> • Turnover was almost £147k – an improvement of £36k compared to the previous year. • Donations and gifts rose from £5k to £13k in 2013, which compensated for a £11k drop in fundraising income. • Core activities had generated almost £110k – £32k more than in 2012. All those who had given Mencap Liverpool grants over the past year were thanked (details of grant funding can be viewed on page 15 of the accounts). • Total expenditure for the year had dropped slightly and was just under £200k. • Mencap Liverpool incurred a deficit, before adjustments, of just under £53k, which was an improvement on 2012 of £40k. <p>Steve informed the group that, as Mencap Liverpool is operating in a market which continues to harden, it has had to use some of its reserves. Grant-giving bodies have been reluctant to fund us due to our healthy reserve, therefore, we are likely to become more eligible for grant funding as we continue to eat into our reserves.</p> <p>For further details of our accounts, Steve referred the group to pages 14-22 (notes 2-20) of the Statement of Accounts.</p>
	Independent examiner BWMcFarlane have stated that the accounts are a true and fair view of the last 12 months' operations. Alan Griffiths proposed that the Statement of Accounts be accepted and John Courtney seconded the proposal.
5.	Consideration of Independent Examiner for 2013-14
	Steve Mahon asked that BWMcFarlane be retained as Independent Examiner for a following term. The motion was proposed by Alan Griffiths and seconded by Steve Carnes.
6.	Election of Trustees
	<p>The Chair proposed the re-election of John Courtney, Matt Smith and Jim Ferran for a further 12 months. This was seconded by Helena Eaton.</p> <p>The election of Alan Griffiths, Steve Mahon and Carolyn McConnell, who had been co-opted by fellow Board members, was proposed by Gavin Constable and seconded by Lewis Scott.</p>

	Beth Greenhill also stood for election to the Board. Beth has worked at Olive Mount for many years and is passionate about striving to make sure the needs of people with a learning disability are met. Beth's election to the Board was proposed by Matt Smith and seconded by Alan Griffiths.
7.	Election of Officers
	The meeting was asked to consider four Board members to the following roles: Chair – Alan Griffiths Vice-Chair – Matt Smith Treasurer – Steve Mahon Secretary – Carolyn McConnell. The appointment of each officer was proposed by John Courtney and seconded by Gavin Constable.
8.	Consideration of Proposed Resolutions
	None proposed.
9.	Any Other Business
	Ian Winstanley, TITLE for Royal Mencap, spoke of efforts by Royal Mencap to simplify its relationship with local groups. He explained that Royal Mencap intends to improve networks with local groups – and he was looking forward to working with Mencap Liverpool in future.
10.	Close
	Alan Griffiths thanked everyone for attending the AGM. He also thanked Ed Gilchrist personally for all his years as a Chair and Trustee, and asked the group to show their appreciation for all Ed had done.