

Record of the PAC Trustees meeting held on 31st August 2019 at the President's house, commencing at 1200

Item (a)	Description (b)	Action (c)
1	Attendees: G Thomason, C A Beardmore, D Littlejohns, CE Beardmore, C Howell, (A Howell observing), A Schaub,	All to note
2	Apologies for absence: C Small, I Abbs, T Gibson, C Gush, P Gush, L Aaron, A Mistlin	All to note
3	<p>Matters Arising –</p> <ul style="list-style-type: none"> • PAC Constitution to be updated to accurately reflect the fees charged by Virgin for use of the Virgin Giving site • CA Beardmore raised whether PAC required a safeguarding policy • A Mistlin has agreed to revive the PENGIN initiative (afternote: although not present at the meeting A Mistlin afterwards again agreed to progress this) • TORs for PAC Trustees, Representatives and Ambassadors to be redrafted for agreement by Trustees • Details of PAC Trustees held on Charity Commision website require updating • The President has drafted a letter to kcl-rag thanking them for raising over £8000 for PAC last year, and for agreeing to support PAC again this year. The letter will shortly be available to view on the PAC website www.penguinsagainstcancer.org.uk • The Webmaster, when concurrent work permits, will draft letters on behalf of PAC: <ul style="list-style-type: none"> ○ Simon and Yae-eun Hughes for their incredible generosity in donating their wedding list gifts to PAC [£4900] ○ Tommy Knight for money raised at his boxing bout [£241] ○ Movember [£1447] ○ Talk Talk quiz night via G Thomason [£314] – <p style="margin-left: 20px;">AFTERNOTE: G Thomason confirms this is Not Required</p> • There is also a requirement to archive these letters on the PAC website [probably as a 'closed' page to comply with GDPR] • C Howell previously indicated that the Royal Mail may provide a mechanism of collecting donations which charges no processing fees and which may therefore be preferable to the existing arrangement with Virgin Money Giving. C Howell to confirm the detail and make recommendation to the next Trustees meeting. 	<p style="text-align: center;">Sec, Asst Sec, CAB to action Webmaster to progress</p> <p style="text-align: center;">A Mistlin Sec, Asst Sec, CAB to action Asst Sec to action</p> <p style="text-align: center;">Webmaster to progress</p> <p style="text-align: center;">Webmaster to progress Webmaster to progress</p> <p style="text-align: center;">C Howell</p>
4	<p>Financial Position including recent and proposed grants: The following Grants have been made:</p> <ul style="list-style-type: none"> • Guy's Cancer Centre £5000 – (specifically in support of palliative care – see letter on the PAC website) • Fair Haven's hospice (£3000) (see letter on the PAC website) <p>The following Grant has been endorsed and will be made once the Treasurer has drafted the cheque: Lady Mcadden (BUST Breast Cancer Screening Unit), Southend £3000 [proposed by Charlie Gush (aka Spedding), seconded by Pat Gush]</p>	<p style="text-align: center;">All to Note</p> <p style="text-align: center;">All to Note</p>

	<p>The following proposals were considered by the Meeting:</p> <ul style="list-style-type: none"> Greenwich Bereavement Counselling, Amount TBC [proposed by Steve and Tina Challacombe] – further detail is requested to confirm if this is a cancer specific service and/or the proposed Grant can be tied to cancer specific activity The Urology Foundation, [proposed by B Challacombe, seconded by C E Beardmore] – the meeting endorsed a grant of £3000. Letter and cheque to be drafted as soon as practicable <p>Financial update requires to be drafted and circulated in good time prior to the AGM</p>	<p>All to Note President</p> <p>All to Note President Treasurer</p> <p>Treasurer</p>
5	<p>Recent PAC activity details of the Penguins v Present Rugby match (Scanlann Cup) and PAC AGM from 19 Apr 19 are on the PAC website (www.penguinsagainstcancer.org.uk). The PAC cricket day, scheduled for Jul 19 was unfortunately cancelled due to lack of player availability. Pete Davis has very kindly agreed to host the event next year (Jul 20).</p> <p>Future PAC activities [details to be placed on the PAC website] include:</p> <ul style="list-style-type: none"> The President will be taking part in a Land's End to John O'Groats (LEJOG) cycle ride from late Sep to early Oct 19. A Virgin Giving page is to be set up to raise money in sponsorship for PAC and will be publicised to all PACsters through a Mail Chimp message The PAC Golf Day, Thu 17 Oct 19 at Chislehurst Golf Club, Kent POC Pat Gush. The day will be in memory of Jayne Wistow who died in Aug 19. The Meeting endorsed that all profits from the golf day be sent as a Grant from PAC to Breast Cancer Now in Jayne's memory. The Jersey Veterans rugby tournament 5-6 Oct 19. POC Ben Thorpe and Jamie Jackson The Fergus Cup match originally planned for Sat 16 Nov 19 at Honor Oak Park requires rescheduling according to POC Shay Reading 	<p>All to Note P Davis</p> <p>President Webmaster</p> <p>P Gush All to Note</p> <p>B Thorpe J Jackson</p> <p>S Reading</p>
6	<p>AOB:</p> <ul style="list-style-type: none"> PAC is extremely grateful to the whole Thomason family for the donation made following Jean Thomason's recent funeral A brief Mailchimp communication will be sent as soon as practicable to alert PACsters to the LEJOG event A detailed Mailchimp Newsletter will be sent to all PACsters by late Oct 19, including details of the AGM. 	<p>All to Note</p> <p>Webmaster</p> <p>Webmaster</p>
7	<p>Date of Next Meeting: TBC – likely early Dec 19 prior to the AGM. P Gush to confirm asap</p>	<p>P Gush All to Note</p>

Signed as accurate:

G Thomason

C Howell

8 Sep 19