

**Record of the PAC Trustees meeting held on 17th November 2018
at Guy's Hospital Sports Ground, Honor Oak Park,
commencing at approx. 1600 hrs**

Item	Description	Action
(a)	(b)	(c)
1	Attendees: T Gibson, C Howell, B Challacombe, CE Beardmore	All to note
2	Apologies for absence: C Small, P Chew, M Blunden, D Austin, C Pugh, C Gush, P Gush, C Gould, RS Davies, G Thomason, CA Beardmore, A Mistlin, A Schaub, D Littlejohns, C Small	
3	Financial Position: The detail of this item is to be held over until a meeting on 24 Nov 18, as the Treasurer was unable to attend the 17 Nov 18 meeting. In general terms, PAC accounts are healthy, and undergo appropriate external scrutiny annually. The Treasurer's report on 24 Nov 18 will be circulated to all PAC Trustees for comment	Treasurer
4	Fergus Fund: Confirmation of nominations for recipient(s) of this year's Fergus Fund Research Grant(s) should be made available as soon as practicable and no later than early Jan 19	S Hughes
5	Recent PAC Grants Made: <ul style="list-style-type: none"> • May 18: £1000 to Target Ovarian Cancer • Jun 18: £1000 to Action Against Cancer Further detail is on the PAC website www.penguinsagainstcancer.org.uk	All to Note
6	Future proposed grants: The following grants, proposed by Charlotte Beardmore in support of Sarah and Graham Hill were unanimously agreed by Trustees present and [by email] by: C Gould, RS Davies, G Thomason, P Chew, M Blundell, P Gush, C Gush, C Pugh, C Small, A Schaub: <ul style="list-style-type: none"> • £2000 to the Fountain Centre, St Luke's Cancer Centre, Royal Surrey County Hospital • £2000 to the Frimley Park Hospital Chemotherapy Centre 	All to Note
7	Recent PAC activities: [Further detail is on the PAC website www.penguinsagainstcancer.org.uk] <ul style="list-style-type: none"> • Jersey Veterans Rugby Tournament 6/7 Oct 18 – Penguins were knocked out in the semi-final. Report to follow from Ben Thorpe • PAC Golf Day, Hever Castle 19 Oct 18 – A superb day which raised several thousand pounds for PAC, masterfully organised by John Costello [report to follow from John] 	All to Note
8	Future Proposed activities: <ul style="list-style-type: none"> • Fergus Cup rugby match [Penguins v Freshers] on 19 Jan 19 at HOP followed by a PAC Trustees meeting, PAC AGM and PAC curry supper at Babur restaurant • Scanlan Cup rugby match [Penguins v Present] on 27 Apr 19 followed by [TBC] the GHRFC Ball [Further detail is on the PAC website www.penguinsagainstcancer.org.uk]	All to Note
9	AOB: <ul style="list-style-type: none"> • Louise Aaron was unanimously congratulated for singlehandedly, and at very short notice, taking on the production of programmes for the GHRFC 175th anniversary game and dinner on 17 Nov 18, and procuring raffle prizes. Afternote: Louise has confirmed by email that the magic raffle at the GHRFC 175th Anniversary Ball raised £532.70 for PAC which she has paid into the PAC bank account • There is a requirement to generate £480 to pay for professional inspection of PAC accounts this year. In keeping with PAC philosophy, this money should not be taken from 	All to note

	<p>donations/subscriptions to PAC but by altruists giving some extra. The monies, to be paid to Caroline Small who will settle the overall bill, will be met by the following voluntary donations: G Thomason £100, D Austin £120, P Gush £40, C Howell £40, B Challacombe £40, C Small £70, CA Beardmore £70</p> <ul style="list-style-type: none"> • The PAC magic raffle at HOP on 17 Nov 18 raised £130. This money was paid into the PAC account by CA Beardmore on 19 Nov 18 • PAC was generously gifted 2 bottles of Sipsmith Gin at HOP by GHRFC. One of these was sold to Pete Davis and friends for £40. This money was paid into the PAC account by CA Beardmore on 19 Nov 18. The other bottle is held within the PAC Raffle and Auction prize store for future use. • A further meeting will be held on 24 Nov 18. Expected attendees: G Thomason, G Hill, A Mistlin, C Small, A Schaub, CE Beardmore, D Littlejohns, CA Beardmore 	<p>All to note</p> <p>All to note</p> <p>All to note</p> <p>All to note</p>
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Signed as accurate:

Chris Howell

Ben Challacombe

Charlie Beardmore

**Record of the PAC Trustees meeting held on 24th November 2018
at the President's house,
commencing at approx. 1100 hrs**

Item	Description	Action
(a)	(b)	(c)
1	Attendees: C Small, A Schaub, A Mistlin, CE Beardmore, G Thomason, CA Beardmore [This meeting is being held as not all Trustees were available to attend the meeting on 17 Nov 18. Trustees at the 24 Nov 18 meeting noted the record of decisions from the 17 Nov 18 meeting]	All to note
2	Apologies for absence: G Hill	
3	Financial Position: The Treasurer laid out the financial position and the assembled Trustees voted to agree the draft accounts presented, noting that there is £1 discrepancy which cannot be accounted for. The Treasurer's report will be circulated to all PAC Trustees for comment. The Treasurer will provide an explanation of fees charged by Virgin in relation to use of the Virgin Giving Account. The Treasurer will, following any comment from PAC Trustees, submit the accounts for external scrutiny. The accounts will be formally submitted to the PAC AGM [19 Jan 19] for acceptance	Treasurer
4	Fergus Fund: Simon Hughes, as Chief Trustee of the Fergus Fund, is to be approached to confirm the activity associated with awarding a grant this year, in order that the recipient(s) may be announced at the Fergus Cup game on 19 Jan 19	President
5	Recent PAC Grants Made: <ul style="list-style-type: none"> • May 18: £1000 to Target Ovarian Cancer • Jun 18: £1000 to Action Against Cancer Further detail is on the PAC website www.penguinsagainstcancer.org.uk	All to Note
6	Future proposed grants: The following grants, proposed by Charlotte Beardmore in direct support of Sarah and Graham Hill were unanimously agreed by all Trustees present: <ul style="list-style-type: none"> • £2000 to the Fountain Centre, St Luke's Cancer Centre, Royal Surrey County Hospital • £2000 to the Frimley Park Hospital Chemotherapy Centre Cheques nos 95 (Frimley Health Charity) and 96 (The Fountain Centre) were issued at the meeting by the Treasurer to fund these grants	All to Note
7	Recent PAC activities: [Further detail is on the PAC website www.penguinsagainstcancer.org.uk] <ul style="list-style-type: none"> • Jersey Veterans Rugby Tournament 6/7 Oct 18 – Penguins were knocked out in the semi-final. Report to follow from Ben Thorpe • PAC Golf Day, Hever Castle 19 Oct 18 – A superb day which raised several thousand pounds for PAC, masterfully organised by John Costello [report to follow from John]. John Costello has been asked to pay the profit directly into the PAC bank account. 	All to Note
8	Future Proposed activities: <ul style="list-style-type: none"> • Fergus Cup rugby match [Penguins v Freshers] on 19 Jan 19 at HOP followed by a PAC Trustees meeting, PAC AGM and PAC curry supper at the Babur restaurant. Details and timings require to be circulated to Trustees [assume the PAC AGM will commence at 1600 hrs in HOP clubhouse] • Scanlan Cup rugby match [Penguins v Present] on 27 Apr 19 followed by [TBC] the GHRFC Ball [Further detail is on the PAC website www.penguinsagainstcancer.org.uk]	President All to Note

9	<p>AOB:</p> <ul style="list-style-type: none"> • D Littlejohns was unanimously elected to be the PAC Data Protection Officer • PAC Constitution to be updated to accurately reflect the fees charged by Virgin for use of the Virgin Giving site • Details of PAC Trustees on PAC website to be confirmed as accurate by Webmaster • Details of PAC Trustees on Charities Commission website to be confirmed as accurate by Treasurer • Treasurer to reissue cancelled cheque [no 56] to the Brain Tumour Trust • CA Beardmore raised whether PAC required a safeguarding policy. G Thomason to investigate and make recommendations • A Mistlin wished to, and agreed to personally, revive the PENGIN initiative • There is a requirement to pay £50 to fund registration of PAC for future RAG fundraising activity. The Treasurer kindly agreed to fund this and carry out the registration • The non-availability of a number of Trustees to attend meetings was raised. It was proposed that the President individually contact all those who had been unable to attend a meeting this year to seek agreement that they migrate to a formal ‘Ambassadorial’ rather than a Trustee role as otherwise it will be difficult to comply with Charities Commission guidance on the role of a Trustee <p>Afternote: D Austin, C Pugh, C Gould, RS Davies, P Chew and D Poulter have all agreed to relinquish their roles as Trustees, and stand as PAC Ambassadors at the next PAC AGM</p> <ul style="list-style-type: none"> • TORs for PAC Trustees, Representatives and Ambassadors to be redrafted for agreement by Trustees • A number of thank you letters require writing: <ul style="list-style-type: none"> ○ RAG for last year’s excellent fundraising [approx. £8000] ○ 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] • There is also a requirement to archive these letters on the PAC website [probably as a ‘closed’ page to comply with GDPR] 	<p>All to note Sec/CA Beardmore</p> <p>Webmaster</p> <p>Treasurer</p> <p>Treasurer</p> <p>GThomason</p> <p>A Mistlin</p> <p>All to Note</p> <p>President</p> <p>All to note</p> <p>Sec/CA Beardmore</p> <p>President</p> <p>Webmaster Webmaster Webmaster Webmaster</p> <p>Webmaster</p>
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Signed as accurate:

Geraint Thomason

Alan Mistlin

Alex Schaub