

Record of the Annual General Meeting of the Penguins Against Cancer charity held on 21 October 2017 at the Robens Suite, Guy’s Tower, Guy’s Hospital, London commencing 1830 hrs

Item	Description	Action
	<p>Attendees: Simon Hughes, Yae-eun Suh, David Littlejohns, Ginnie Littlejohns, Chris Howell, Ann Howell, Caroline Small, Cameron Small, Pat Gush, Charlie Gush, Robyn Howard, Shay Reading, Charlie Beardmore, Charlotte Beardmore, Oliver Thomas, Ted Towing, James White, Mick ‘Samuel’ Oloade, Alex Arbis, Arthur Green, Josh Brown, Daniel Brunt, Rory Hartley, Felis Morriss, Ben Ridley, Nah Mackay- Pritchard, George Child, Jack Galaworthy, Jamie Tucker, Jonathan Botterill, Flynn Griffiths, Tom Francis, Terry Gibson, Hannes Hayson, Andrew Baogey, Thomas Hilderbrand, Vinay Tailor, Vinod Mulerssery, (in the unavoidable absence of the Sec and Assistant Sec notes were taken by the President and Vice President. The draft record has been circulated for agreement/amendment).</p>	
1	<p>Welcome. The President and Vice President welcomed everyone to the meeting</p>	
2	<p>Apologies for absence: Alan Mistlin, Donna Mistlin, Paul Chew, Anita Combes, Jamie Combes, Graham Hill, Sarah Hill, Geraint Thomason, Charlie Pugh, Dan Poulter, Alexandra Schaub, Ben Challacombe,</p>	
3	<p>Matters Arising. All Matters Arising are dealt with as specific agenda points</p>	
4	<p>Financial Statement. The Treasurer delivered the statement of financial affairs for the 12 month period 6 Apr 16 to 5 Apr 17 a copy of which is appended to this record of decisions. The meeting unanimously agreed that the accounting period should conform with the financial year i.e. April to April – [proposed by C Howell seconded by C Gush]. The accounts were proposed for adoption by D Littlejohns and seconded by C Howell. The AGM voted to adopt the accounts with no objections. The Treasurer will now submit the accounts to the Charity Commission at the appropriate time.</p>	<p>Treasurer</p>
5	<p>Recent and activities are described in detail on the website www.penguinsagainstcancer.org.uk . Key events during the past year were:</p> <ul style="list-style-type: none"> • Simon Hughes gave an account of the Fergus Scholefield Research Fund, the first beneficiary being the METALS study [Metformin in Prostate Cancer]. Further grant(s) will be made in the forthcoming year, conditional on selection criteria being fully met. A full report will be provided for the PAC website • Mar 2017 Fleet Half Marathon – the Running Captain was unfortunately unable to compete due to injury. The single remaining PAC runner completed the course, in a wholly unimpressive time, but nevertheless raised in excess of £1000 for PAC • Apr 2017 Penguins v Present Rugby – Penguins regain the Scanlan Cup in a hard fought match • Jul 2017 PAC Golf Day – held at Dale Hill golf club and organised again by Andy Skyrme raised approx. £4000 for PAC [detail with Treasurer] • The 2017 Oxfordshire Crickrugally tournament was unfortunately cancelled at late notice due to unavoidable work pressures. It is hoped to organise a tandem cycling event next year. • Jersey Veterans Rugby tournament – The previous year, despite eventually winning the shield, the Penguins team had conceded the second highest recorded number of points in the history of the tournament. This year the Penguins team won the tournament outright, and received a prize for fielding the oldest player [Chris Howell 73 years young]. • 21 Oct 17 Penguins defeated the Freshers in a hard fought match to win the Fergus Scholefield Memorial Cup. The match was preceded by a 	<p>S Hughes</p> <p>W Llewellyn</p>

	<p>minute of sustained applause from all present to celebrate Fergus's all too short life.</p> <ul style="list-style-type: none"> Numerous grants have been made in support of cancer awareness, cancer research, cancer treatment and hospices – details are at the website www.penguinsagainstcancer.org.uk under 'Grants'. PAC has now disbursed in excess of £80 000 in support of good causes in accordance with the PAC Constitution. 	<p>All to Note</p>																																																																																																																																								
<p>6</p>	<p>Nomination of PAC Officers and Trustees for 2016-2017: Most of those currently serving as Trustees and Officers agreed to remain in post for another year. The positions below [changes in bold] were agreed by the Trustees meeting of 21 Oct 17 and endorsed by the AGM [Officers list proposed by C Howell and seconded by P Davis, Trustees list proposed by S Hughes and seconded by T Gibson]. As previously remarked, it is clear that the roles of Trustees and Officers should be more clearly defined. The Charity Commission guidance (<i>The essential trustee: what you need to know, what you need to do</i>) should be used as a handrail. This still requires to be fully completed. In addition the role of Chair should be separated from that of President. For the future, P Gush will adopt the role of Chair and Chief Trustee. In the interim, the short Terms of Reference for the Officers previously drafted and agreed by the Trustees (see below) will continue to be used, noting that Chairing of the AGM should in future fall to the Chair.</p> <table border="1" data-bbox="295 896 1212 2009"> <thead> <tr> <th>Position</th> <th>Nomination</th> <th>Proposer</th> <th>Seconder</th> </tr> </thead> <tbody> <tr> <td>OFFICERS</td> <td></td> <td>C Howell</td> <td>P Davis</td> </tr> <tr> <td>President</td> <td>C E Beardmore</td> <td></td> <td></td> </tr> <tr> <td>Vice President</td> <td>P Gush</td> <td></td> <td></td> </tr> <tr> <td>Treasurer</td> <td>C Small</td> <td></td> <td></td> </tr> <tr> <td>Secretary</td> <td>A Combes</td> <td></td> <td></td> </tr> <tr> <td>Asst Sec</td> <td>S Hill</td> <td></td> <td></td> </tr> <tr> <td>Membership Sec</td> <td>S Johnston</td> <td></td> <td></td> </tr> <tr> <td>Webmaster</td> <td>D Littlejohns</td> <td></td> <td></td> </tr> <tr> <td>Events/Publicity</td> <td>A Schaub</td> <td></td> <td></td> </tr> <tr> <td>Social Sec</td> <td>C Gush</td> <td></td> <td></td> </tr> <tr> <td>Student Rep</td> <td>Arthur Green</td> <td></td> <td></td> </tr> <tr> <td>Student Rep</td> <td>Arya Abaee</td> <td></td> <td></td> </tr> <tr> <td>Student Rep</td> <td>L Aaron</td> <td></td> <td></td> </tr> <tr> <td>Student Rep</td> <td>R Debray</td> <td></td> <td></td> </tr> <tr> <td>Rugby Captain</td> <td>J Jackson</td> <td></td> <td></td> </tr> <tr> <td>Cycling Captain</td> <td>W Llewellyn</td> <td></td> <td></td> </tr> <tr> <td>Running Captain</td> <td>P Johnston</td> <td></td> <td></td> </tr> <tr> <td>Golf Captain</td> <td>J Costello</td> <td></td> <td></td> </tr> <tr> <td>Nestlings Rep</td> <td>C Hyttenrauch</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TRUSTEES</td> <td></td> <td>S Hughes</td> <td>T Gibson</td> </tr> <tr> <td>Chair and Chief Trustee</td> <td>P Gush</td> <td></td> <td></td> </tr> <tr> <td>Trustee</td> <td>T Gibson</td> <td></td> <td></td> </tr> <tr> <td>Trustee</td> <td>C Howell</td> <td></td> <td></td> </tr> <tr> <td>Trustee</td> <td>P Chew</td> <td></td> <td></td> </tr> <tr> <td>Trustee</td> <td>RS Davies</td> <td></td> <td></td> </tr> <tr> <td>Trustee</td> <td>D Austin</td> <td></td> <td></td> </tr> <tr> <td>Trustee</td> <td>A Mistlin</td> <td></td> <td></td> </tr> <tr> <td>Trustee</td> <td>CA Beardmore</td> <td></td> <td></td> </tr> <tr> <td>Trustee</td> <td>G Hill</td> <td></td> <td></td> </tr> <tr> <td>Trustee</td> <td>C Pugh</td> <td></td> <td></td> </tr> <tr> <td>Trustee</td> <td>G Thomason</td> <td></td> <td></td> </tr> <tr> <td>Trustee</td> <td>D Poulter</td> <td></td> <td></td> </tr> </tbody> </table>	Position	Nomination	Proposer	Seconder	OFFICERS		C Howell	P Davis	President	C E Beardmore			Vice President	P Gush			Treasurer	C Small			Secretary	A Combes			Asst Sec	S Hill			Membership Sec	S Johnston			Webmaster	D Littlejohns			Events/Publicity	A Schaub			Social Sec	C Gush			Student Rep	Arthur Green			Student Rep	Arya Abaee			Student Rep	L Aaron			Student Rep	R Debray			Rugby Captain	J Jackson			Cycling Captain	W Llewellyn			Running Captain	P Johnston			Golf Captain	J Costello			Nestlings Rep	C Hyttenrauch							TRUSTEES		S Hughes	T Gibson	Chair and Chief Trustee	P Gush			Trustee	T Gibson			Trustee	C Howell			Trustee	P Chew			Trustee	RS Davies			Trustee	D Austin			Trustee	A Mistlin			Trustee	CA Beardmore			Trustee	G Hill			Trustee	C Pugh			Trustee	G Thomason			Trustee	D Poulter			<p>Sec</p> <p>All to Note</p>
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	Trustee	C Gould			
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	Trustees with specific responsibility for the Fergus Scholefield Cancer Research Fund				
	Lead Trustee	S Hughes			
	Trustee	B Scholefield			
	Trustee	M Blunden			
	Trustee	B Challacombe			
	<p><i>It should be noted that at the preceding Trustees meeting on 21 Oct 17, P Davis was proposed as a Trustee by C Howell , and seconded by C Gush and voted in by those present. Due to an administrative oversight, this information was not presented at the AGM. Out of Committee action is now required to present this proposal to PAC members</i></p> <p>EXISTING TERMS OF REFERENCE OF PENGUINS AGAINST CANCER OFFICERS</p> <p>President</p> <ul style="list-style-type: none"> • Chair the AGM [now to be performed by the Chair] • Provide strategic direction <p>Vice-President</p> <ul style="list-style-type: none"> • Assist and deputise when required for the President <p>Treasurer</p> <ul style="list-style-type: none"> • Maintain appropriate records of all financial transactions and related matters • Provide required annual reporting input to Charities Commission <p>Secretary</p> <ul style="list-style-type: none"> • Act as Secretary for Trustees meetings and AGM and keep appropriate records • Monitor and report on progress of actions from meetings <p>Assistant Secretary</p> <ul style="list-style-type: none"> • Assist and deputise when required for the Secretary <p>Webmaster</p> <ul style="list-style-type: none"> • Maintain the PAC website appropriately • Ensure PAC correspondence is correctly branded <p>Membership Secretary</p> <ul style="list-style-type: none"> • Maintain an accurate database of PAC membership and subscriptions • Actively recruit new members to PAC <p>Social Secretary</p>				<p>President Chair Sec</p>

	<ul style="list-style-type: none"> Organise the PAC annual dinner [usually immediately following the AGM] Contribute to organisation of other PAC social events within resources <p>Events/Publicity Officer</p> <ul style="list-style-type: none"> Assist with the coordination of PAC events Provide appropriate publicity for PAC and PAC events <p>Student Rep.</p> <ul style="list-style-type: none"> Represent the interests of students within PAC <p>Sports Captains</p> <ul style="list-style-type: none"> Arrange fixtures and teams and associated administration Display leadership <p>Nestlings Representative</p> <ul style="list-style-type: none"> Represent the interests of Junior PAC members via her parents 	
7	<p>Future proposed grants: The Trustees have agreed to apportion:</p> <ul style="list-style-type: none"> £2000 to Headstart [<i>cancer support network in Kent run by Macmillan Nurses</i>] (nominated by C Howell, seconded by P Gush) £2000 to the King’s Haematology Research Fund (nominated by P Gush, seconded by C Gush) £2000 to the Royal Marsden Melanoma Research Fund (nominated by T Gibson, seconded by C Howell) £2000 to Saving Faces, a Head and Neck cancer charity (nominated by C Gush, seconded by T Gibson) In addition it was reiterated that £5000 will continue to be made available for the Fergus Scholefield Cancer Research Fund <p>The grant proposals were unanimously agreed by the AGM</p>	
8	<p>AOB:</p> <ul style="list-style-type: none"> Caroline Small raised the requirement to ensure all were clear on the responsibilities of event organisers regarding finances. Event organisers were to, ensuring an appropriate audit trail is kept, collect monies from event participants and sponsors and pay event expenses before depositing the event’s profits in the PAC bank account. PAC does not have the administrative resources to do otherwise. Simon and Yae-eun Hughes were thanked for their incredible generosity in contributing the money for all their wedding gifts to PAC. Andrew Skyrme was thanked for the enormous contribution he has made to PAC in organising the last 2 years golf events which have raised well over £10 000 for PAC 	All to Note

Signed Electronically: C E BEARDMORE, P GUSH 3 Nov 17

Agreed as accurate by: S HUGHES, C HOWELL