

Record of the Annual General Meeting of the Penguins Against Cancer charity held on 15 October 2016 at the Robens Suite, Guy's Tower, Guy's Hospital, London commencing 1900 hrs

Item	Description	Action								
	<p>Attendees: Simon Hughes, Yae-eun Suh, David Littlejohns, Ginnie Littlejohns, Chris Howell, Ann Howell, Tom Crisp, Caroline Small, Dan Poulter, Sarah Cornick, Cameron Small, Pat Gush, Charlie Gush, Alexandra Schaub, Greg Hyttenrauch, Tom Chandler, Anthony Dalyingle, Geoffrey Lawrence, Jean-Luc Duval, Alex Tan, Kevin Ranaweera, Terence Gibson Emp, Ben Challacombe, Robyn Howard, Richard Howard, Shay Reading, Charlie Beardmore, Charlotte Beardmore (in the unavoidable absence of the Sec and Assistant Sec notes were taken by the Sec's husband Mr J Combes and the President. The draft record has been circulated for agreement to all attendees).</p>									
1	<p>Welcome. The President welcomed everyone to the meeting</p>									
2	<p>Apologies for absence: Paul Chew, Anita Combes, Graham and Sarah Hill, Charlie Popplewell, Geraint Thomason, Alan Mistlin, Charlie Pugh</p>									
3	<p>Recent and proposed Future activities are described in detail on the website www.penguinsagainstcancer.org.uk . A draft Annual Report [Penguins Against Cancer [Registered Charity 1159905] Annual Report 2015-16] was circulated at the 15 Oct 16 Trustees meeting and approved with minor amendments. This will form the basis of the submission to the Charities Commission, accompanied by the Statement of Accounts. Key events</p> <ul style="list-style-type: none"> • Dec 15 – PAC pilgrimage to Alderney • Mar 16 – Fleet Half Marathon • Apr 16 – Penguins v Present XV rugby – Penguins regain the Scanlan Cup • May 16 – The Big Waddle Fun Run • Jul 16 – PAC Golf Day • Oct 16 – Jersey Veterans Rugby tournament – Penguins win the Shield • 15 Oct 16 – Penguins defeat the Freshers in a close fought match 									
4	<p>Nomination of PAC Officers and Trustees for 2016-2017: It was proposed that those currently serving continue in post for another year [ratified by the AGM] with the addition of the new nominees in bold below: [It is clear that the roles of Trustees and Officers should be 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. Duncan Austin has agreed to take this forward with advice from Stephen Davies). In the interim, short Terms of Reference for the Officers have now been drafted and agreed by the Trustees (see below)]</p> <table border="1" data-bbox="300 1989 1217 2022"> <thead> <tr> <th data-bbox="300 1989 536 2022">Position</th> <th data-bbox="539 1989 762 2022">Nomination</th> <th data-bbox="766 1989 986 2022">Proposer</th> <th data-bbox="989 1989 1217 2022">Seconder</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Position	Nomination	Proposer	Seconder					<p>D Austin RS Davies</p>
Position	Nomination	Proposer	Seconder							

OFFICERS			
President/Chair	C E Beardmore		
Vice President	P Gush		
Treasurer	C Small		
Secretary	A Combes		
Asst Sec	S Hill		
Membership Sec	S Johnston	P Gush	B Challacombe
Webmaster	D Littlejohns		
Events/Publicity	A Schaub	CE Beardmore	M Blundell
Social Sec	S Roughton		
Student Rep	T Knight		
Student Rep	B Murphy	B Challacombe	CE Beardmore
Student Rep	L Aaron	S Hughes	P Gush
Student Rep	R Debray	L Moore	C Howell
Rugby Captain	B Thorpe	P Gush	G Hill
Cricket Captain	W Llewellyn	S Hughes	C Pugh
Running Captain	P Johnston	CE Beardmore	M Blundell
Golf Captain	A Skyrme	P Gush	C Howell
Nestlings Rep	C Hyttenrauch		
TRUSTEES			
Trustee	T Gibson		
Trustee	C Howell		
Trustee	P Chew		
Trustee	RS Davies	S Hughes	C Howell
Trustee [and Chief Trustee Coordinator]	D Austin	B Challacombe	CE Beardmore
Trustee	A Mistlin		
Trustee	CA Beardmore		
Trustee	G Hill	M Blunden	C Pugh
Trustee	C Pugh	CE Beardmore	C Howell
Trustee	G Thomason		
Trustee	D Poulter		
Trustee	C Gould		
Trustee	C Gush	S Hughes	C Howell
Trustees with specific responsibility for the Fergus Scholefield Cancer Research Fund			
Lead Trustee	S Hughes	CE Beardmore	C Howell
Trustee	B Scholefield	S Hughes	CE Beardmore
Trustee	M Blunden	S Hughes	C Howell
Trustee	B Challacombe	C Howell	P Gush
TERMS OF REFERENCE OF PENGUINS AGAINST CANCER OFFICERS			
President			
<ul style="list-style-type: none"> • Chair the AGM • Provide strategic direction 			
Vice-President			
<ul style="list-style-type: none"> • Assist and deputise when required for the President 			
Treasurer			

	<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> <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 	
5	<p>Finance and proposed future grants: There were no comments received on the PAC Statement of Accounts for the last 12 months which the Treasurer had circulated by e-mail. The Statement of Accounts (attached) was endorsed unanimously by the AGM attendees. The Statement of Accounts will be presented to the Charities Commission in due course. [Since formation, PAC has disbursed over £51 000 to raise cancer awareness, support cancer research and treatment and hospices.]</p>	

	<p>Future grants: The Trustees have agreed to apportion:</p> <ul style="list-style-type: none"> • £1000 to the Marie Curie Hospice, South Wales (nominated by A Combes) • £1000 to Guy's Cancer Centre (nominated by C Gush) • £1000 to Macmillan Nurses (nominated by C Howell) [<i>subsequently Chris Howell has confirmed that this is for Headstart, a cancer support network in Kent run by Macmillan Nurses</i>] • £8000 to St Wilfred's Hospice, Eastbourne (nominated by A Skyrme) • £2000, in addition to the £2000 already voted, to the Fergus Scholefield Cancer Research Fund (nominated by the PAC Trustees), to provide financial assistance to postgraduate oncology research students in the form of a number of Bursaries. Simon Hughes and the other Fund Trustees are required to draft formal Terms of Reference for award of the Bursaries which should include intention for the research to be published and for PAC to receive appropriate acknowledgement. The TORs will require endorsement by the PAC Trustees before implementation. The AGM endorsed the grants as described above including the setting up of the Fergus Scholefield Cancer Research Fund. [Afternote: Jeremy 'Wocca' Worth has agreed to donate £500 to PAC to go to the Fergus Fund] 	<p>Treasurer Hughes S, Challacombe B Blunden M Scholefield B</p> <p>J Worth</p>
6	<p>Proposed Future PAC Activities for the following year were summarised [details at www.penguinsagainstcancer.org.uk]:</p> <p>Planned future events with responsible organisers are below. The dates and contact details for organisers should be submitted to the Webmaster as soon as practicable for inclusion on the PAC website:</p> <ul style="list-style-type: none"> • 2017 Penguins v Present Rugby (B Thorpe) • 2017 Fleet Half Marathon (P Johnston) • 2017 PAC Golf Day (A Skyrme) • 2017 Crickrugally tournament (W Llewellyn) • 2017 Penguins v Freshers Rugby (B Thorpe) and PAC AGM (A Combes) and PAC Annual Dinner (S Roughton) 	<p>B Thorpe P Johnston A Skyrme W Llewellyn A Combes S Roughton D Littlejohns</p>
7	<p>The Fergus Fund [The Fergus Scholefield Cancer Research Fund] - Bursaries to support Postgraduate Oncology Research</p> <p>It was agreed unanimously that the PAC Bursaries for Cancer Research Fund, which is in the process of being established, should be named in tribute The Fergus Scholefield Cancer Research fund, in line with the wishes of Barney and Lou Scholefield, Fergus's parents.</p>	<p>All to Note</p>
8	<p>AOB - Nil (To note from the PAC Trustees meeting held earlier in the day:</p> <ul style="list-style-type: none"> • It was agreed that all proceeds from today's PAC dinner, AGM and associated magic raffle and auction should be granted to support the Fergus Scholefield Cancer Research Fund [to be known as the Fergus Fund]. • A unanimous vote of thanks was raised for Big Bill Hogan whose outstanding generosity in the form of subsidised places at the PAC Annual Dinner, has enabled a much enhanced student attendance at this year's event. • A unanimous vote of thanks was raised for Susanna Roughton who, by overcoming significant administrative obstacles has, yet again, produced an excellent annual dinner) 	<p>All to note</p>

Signed Electronically: J COMBES, C E BEARDMORE 25 Oct 16

Agreed as accurate by: S HUGHES, C HOWELL