

**Record of the Penguins Against Cancer Annual General Meeting
held on 19th January 2019 at Guy's Hospital Athletic Ground,
Brockley Rise, Honor Oak Park, commencing at 1600**

Item (a)	Description (b)	Action (c)
1	<p>Attendees: T Gibson, C Howell, P Gush, G Thomason, S Hughes, A Mistlin, CE Beardmore, I Neill, A Schaub, C Small, CA Beardmore, C Gush, G Hyttenrauch, J Gibson, D Littlejohns, S Challacombe, S Reading, A Howell, B Scholefield, C Gush</p> <p>The President welcomed everyone to the meeting and congratulated the Penguins on retaining the Fergus Cup by overcoming a very strong Student XV in a spirited match. Chester Scholefield accepted the trophy on behalf of the winning team from his grandfather.</p>	All to note
2	<p>Apologies for absence: P Chew, M Blunden, D Austin, C Pugh, C Gould, G Hill, D Poulter, B Challacombe, I Abbs, L Aaron, J Jackson, B Thorpe, P Davis</p>	All to note
3	Matters Arising – All matters are dealt with in the Agenda or at AOB	
4	<p>Financial Position: The PAC Annual Report has been inspected by Mr Kim Swain FCA of Radford and Sergeant Ltd who has no concerns. The PAC Trustees unanimously recommend to the PAC AGM its adoption, and that it now be forwarded to the Charity Commission. Proposed by C Small, seconded by D Littlejohns. Unanimously approved.</p>	Treasurer
5	<p>Fergus Fund: Confirmation of recipient of this year's Fergus Fund Research Grant of £5000: Antonio Romo-Morales, for his PhD work on Ewing sarcoma for the Institute of Cancer Research as nominated by Prof Janet Shipley and agreed unanimously by the PAC Fergus Fund Trustees. Further detail is on the PAC website www.penguinsagainstcancer.org.uk under 'Fergus Fund'. Letter of congratulations plus cheque to be sent to Antonio</p>	<p>S Hughes M Blunden B Challacombe B Scholefield</p> <p>President</p>
6	<p>Recent PAC Grants Made:</p> <ul style="list-style-type: none"> • Dec 18: £2000 to the Fountain Centre, St Luke's Cancer Centre, Royal Surrey County Hospital • Dec 18: £2000 to the Frimley Park Hospital Chemotherapy Centre <p>Further detail is on the PAC website www.penguinsagainstcancer.org.uk</p>	All to Note
7	<p>Future proposed grants supported by the PAC Trustees:</p> <ul style="list-style-type: none"> • £2000 to Guy's Cancer Centre to go to the Dimpleby Patient Support Services. Proposed by P Gush, seconded by A Mistlin, agreed unanimously. • £2000 to the Royal Marsden Hospital to go to Immunotherapy Research in memory of Prof Martin Gore who died suddenly this month. Proposed by C Howell, seconded by G Thomason. • The AGM approved the above grants unanimously 	All to Note
8	<p>Recent PAC activities: [Further detail on the PAC website www.penguinsagainstcancer.org.uk]</p> <ul style="list-style-type: none"> • Jersey Veterans Rugby Tournament 6/7 Oct 18 – Penguins were knocked out in the semi-final by the Vultures. • PAC Golf Day, Hever Castle 19 Oct 18 – A superb day which raised several thousand pounds for PAC, masterfully organised by John Costello 	All to Note
9	<p>Future Proposed activities:</p> <ul style="list-style-type: none"> • Post PAC AGM and PAC curry supper at Babur restaurant. 	C Gush

	<ul style="list-style-type: none"> • Scanlan Cup rugby match [Penguins v Present] on 27 Apr 19 to be followed by the GHRFC Ball • Pete Davis has offered to host a PAC cricket tour in summer 2019 in Devon. Alan Mistlin agreed to take on the organising of this. • Jersey Veterans tournament Oct 19 <p>[Further detail on the PAC website www.penguinsagainstcancer.org.uk]</p>	<p>J Jackson A Mistlin J Jackson</p>
10	<p>Proposed Trustees [to serve for 4 year term with annual re-election at PAC AGM] supported by existing PAC Trustees and recommended to the AGM for adoption: They were proposed for adoption at the AGM by D Littlejohns and seconded by C Small: <i>President C E Beardmore [to fulfil the role of Chair]</i> <i>Vice President P Gush [to fulfil the role of Vice Chair]</i> <i>Treasurer C Small</i> <i>Secretary A Schaub</i> <i>Marketing Officer and Webmaster D Littlejohns</i> <i>Social Secretary C Gush</i> <i>T Gibson</i> <i>C Howell</i> <i>A Mistlin</i> <i>C A Beardmore</i> <i>G Thomason</i> L Aaron P Davis B Thorpe <i>Trustees with specific responsibility for the Fergus Scholefield Cancer Research Fund</i> <i>Lead Trustee S Hughes</i> <i>B Scholefield</i> <i>M Blunden</i> <i>B Challacombe</i> I Abbs These nominations were unanimously approved</p> <p>DRAFT TERMS OF REFERENCE OF PENGUINS AGAINST CANCER OFFICERS [to be amended as necessary and then require to be endorsed by the PAC Trustees]</p> <p>President [Chair] <ul style="list-style-type: none"> • Chair the AGM • Provide strategic direction </p> <p>Vice-President [Vice Chair] <ul style="list-style-type: none"> • Assist and deputise when required for the President </p> <p>Treasurer <ul style="list-style-type: none"> • Maintain appropriate records of all financial transactions and related matters • Provide required annual reporting input to Charity Commission </p> <p>Secretary (subsuming the previous role of Membership Secretary) <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>	<p>All to Note</p> <p>Sec/C A Beardmore</p>

	<ul style="list-style-type: none"> • Maintain an accurate database of PAC membership and subscriptions <ul style="list-style-type: none"> • Ensure data compliance (as the appointed PAC data protection officer) • Liaison with and reporting to the Charity Commission • Actively recruit new members to PAC <p>Marketing Officer and Webmaster</p> <ul style="list-style-type: none"> • Maintain the PAC website appropriately • Ensure PAC correspondence is correctly branded • Distribute e-Newsletter communications • Publish PAC Policies and Procedures <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>Student Reps [non Trustees].</p> <ul style="list-style-type: none"> • Represent the interests of students within PAC • Advertise PAC’s existence and activities to students <p>Sports Captains [non Trustees]</p> <ul style="list-style-type: none"> • Arrange fixtures and teams and associated administration • Display leadership 	
11	<p>Proposed PAC Ambassadors, who are not Trustees, but will promote the aims, objectives and ethos of PAC within their respective spheres of influence. Their creation is supported by existing PAC Trustees and recommended to the AGM for adoption. They were proposed for adoption at the AGM by T Gibson and seconded by C Howell:</p> <p>P Chew RS Davies D Austin G Hill C Pugh D Poulter I Neill</p> <p>These nominations were unanimously approved</p>	All to Note
12	<p>AOB:</p> <ul style="list-style-type: none"> • 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] • 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</p> <p>Webmaster</p> <p>Webmaster</p>

	<ul style="list-style-type: none"> • Chris Howell 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. The Treasurer agreed to explore this and make a recommendation. • It was confirmed that £5000 will be set aside annually to support the Fergus Fund • PAC Constitution to be updated to accurately reflect the fees charged by Virgin for use of the Virgin Money Giving site • CA Beardmore raised whether PAC required a safeguarding policy. G Thomason to investigate and make recommendations • A Mistlin has agreed to revive the PENGIN initiative • TORs for PAC Trustees, Representatives and Ambassadors to be redrafted for agreement by Trustees • It was agreed that PAC Ambassadors should be required to provide a large box of Ferrero Rocher chocolates as Raffle Prizes on an at least annual basis • I Neill agreed to liaise with Steve Duckworth to enhance collaboration between PAC and Steve's organised schedule of sporting and social events. • AFTERNOTE: The Magic Raffle at HOP on 19 Jan 19 raised £617 as confirmed by C Small and I Neill. The money is with the PAC Treasurer and will be paid into the PAC bank account as soon as practicable • AFTERNOTE: The PAC auction held in the Babur restaurant on 19 Jan 19 raised a total of £310, as confirmed by P Gush. £200 is with the PAC Treasurer and will be paid into the PAC bank account as soon as practicable. The remaining £110 will be paid by S Hughes into the PAC bank account as soon as practicable <ul style="list-style-type: none"> ○ 1996 GHRFC Tour polo shirt raised £65 ○ A bottle of malt whisky in a velvet bag raised £80 ○ 3 x bottles of 'fizz' raised £55 ○ 1 x bottle of Sipsmith gin [originally gifted to PAC by GHRFC at the '175th anniversary game'] raised £110 • AFTERNOTE: PAC wishes to thank all those who have contributed prizes to the Magic Raffle and auction, particularly: <ul style="list-style-type: none"> ○ Sarah and Graham Hill ○ Alan Mistlin ○ Pat and Charlie Gush ○ Charlotte Beardmore ○ Steve and Tina Challacombe ○ The extended Scholefield family and friends network <p>Due to the sheer volume of prizes, a number of prizes remain with the Vice President to be raffled/auctioned at the next PAC event.</p> 	<p>Treasurer</p> <p>All to note Sec/CA Beardmore</p> <p>All to note A Mistlin Sec/CA Beardmore</p> <p>Ambassadors</p> <p>I Neill</p> <p>Treasurer</p> <p>Treasurer S Hughes</p> <p>P Gush</p>
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Signed as accurate:

C Howell

P Gush

D Littlejohns