

**Record of the PAC admin meeting held on 15th April 2018 at the
President's house, commencing at 1400 hrs**

Item	Description	Action
(a)	(b)	(c)
1	Attendees: Caroline Small, Alex Schaub, Charlotte Beardmore, David Littlejohns, Alan Mistlin, Charlie Beardmore	
2	Purpose: The Admin meeting was called to prepare for the PAC Trustees meeting on 21 Apr 18 and for the Webmaster to outline General Data Protection Regulation (GDPR) requirements	
3	PAC Bank Account signatories: The Trustees meeting on 21 Apr 18 will be requested to endorse that Alex Schaub is to be added as a signatory to the PAC Bank Account	Trustees
4	PAC Website lists: The list of PAC Trustees (including Officers) now shown on the PAC website was confirmed as correct. The list of PAC Sports Captains and representatives now shown on the PAC website was confirmed as correct. The Trustees meeting on 21 Apr 18 will be requested to endorse both these lists as correct. Afternote: Anita Combes has decided to stand down as PAC Sec as of 16 Apr 18 due to work pressures. Alex Schaub has agreed to be Acting Secretary until the 2018 PAC AGM The PAC Trustees information held on the Charities Commission website will require updating appropriately. As a precursor, there is a requirement to collate the following personal information: Title, full name, DOB, postal address and date elected to PAC as a trustee.	Trustees Webmaster Treasurer
5	GDPR: The Webmaster outlined the GDPR regulations which come into force on 25 May 18. The Trustees meeting on 21 Apr 18 will be requested to endorse that the Webmaster takes the PAC GDPR initiative forward, ensuring that PAC will be compliant with GDPR. The President will then email PAC Members to briefly explain GDPR and the Webmaster's lead on ensuring PAC compliance.	Trustees Webmaster President
6	Grants: <ul style="list-style-type: none"> The Trustees meeting on 21 Apr 18 will be requested to endorse that the proposed Grant to the King's Haematology Research Fund be cancelled as the organisation cannot be located. The Treasurer has emailed Brain Tumour Research who did not cash the £2000 grant cheque issued to them from PAC. The original cheque [no 56] will be cancelled and a new cheque reissued to Brain Tumour Research. The Trustees meeting on 21 Apr 18 will be requested to endorse grants of £1000 each be agreed to Target Ovarian Cancer (proposed by David Littlejohns) and also to Action Against Cancer (proposed by Ben Thorpe). 	Trustees Treasurer Trustees
7	AOB:	

	<ul style="list-style-type: none">• The Treasurer confirmed that up to £4000 of previously unclaimed Gift Aid for PAC may be obtainable from hmrc. The Trustees meeting on 21 Apr 18 will be requested to endorse that this money, if obtained from hmrc, be placed in the Fergus Fund• The Webmaster is in communication with The Student's RAG (Raising and Giving) initiative [PAC has been chosen as one of RAG's core charities this year] and will publicise the results of RAG fundraising once confirmed by Vinay Taylor• There was some discussion about emphasising the importance of the Charities Commission 'Duties of a Trustee' document and ensuring that all Trustees are able to attend an appropriate proportion of PAC's meetings. The President will discuss further with Trustees at the 21 Apr 18 meeting	<p>Trustees</p> <p>Webmaster</p> <p>President</p>
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Signed as accurate:

Alan Mistlin

Caroline Small

Charlotte Beardmore