

Record of the meeting of PAC Officers and Trustees on 15 October 2016 at Guy's Hospital Athletic Ground, Honor Oak Park, London, commencing 1500 hrs

Item	Description	Action																																																												
1	<p>Attendees: Howell C, Challacombe B, Beardmore CE, Hughes S, Gush P</p> <p>Apologies: Blundell M, Mistlin A, Hill G, Hill S, Pugh C [proxy votes given], Gibson T, Combes A, Moore L</p>																																																													
2	<p>Purpose: The meeting presented an opportunity to review progress of Penguins Against Cancer (PAC), and make recommendations to the 2016 AGM which was to follow later on 15th October. [The Penguins' XV having just defeated the Freshers' XV in a close fought rugby match]. The AGM was to be followed by the PAC Annual Dinner.</p>	All Note																																																												
3	<p>Matters Arising: The following actions are still outstanding: PAC Constitution requires amendment, to reflect the position that Virgin Giving processing fees will result in Gift Aid to PAC being 21p, not 25p, for every £1 donated to [this has been made clear on the PAC website but the PAC Constitution still requires amendment]. TORs for Officers and Trustees require formal drafting – see later in the agenda The potential to create PAC branded Gin 'PENGIN' requires confirmation – there has been no progress on this issue</p>	<p>Secretary Secretary</p> <p>A Mistlin</p>																																																												
4	<p>Finance: The Treasurer has produced accounts for the previous year which have been circulated to all PAC members by e-mail and have received no requests for further explanation or amendment. They will be put to the 2016 AGM for endorsement.</p>	Secretary																																																												
5	<p>Activities since the last AGM: 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 and approved with minor amendments. This will form the basis of the submission to the Charities Commission, accompanied by the statement of accounts</p>	Secretary Treasurer																																																												
	<p>Nomination of PAC Officers and Trustees for 2016-2017: It was proposed that those currently serving continue in post for another year [to be discussed, and if accepted, ratified by the AGM] with the exception 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 (The essential trustee: what you need to know, what you need to do) 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 (see below)]</p> <table border="1"> <thead> <tr> <th>Position</th> <th>Nomination</th> <th>Proposer</th> <th>Secunder</th> </tr> </thead> <tbody> <tr> <td>OFFICERS</td> <td></td> <td></td> <td></td> </tr> <tr> <td>President/Chair</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>P Gush</td> <td>B Challacombe</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>CE Beardmore</td> <td>M Blundell</td> </tr> <tr> <td>Social Sec</td> <td>S Roughton</td> <td></td> <td></td> </tr> <tr> <td>Student Rep</td> <td>T Knight</td> <td></td> <td></td> </tr> <tr> <td>Student Rep</td> <td>B Murphy</td> <td>B Challacombe</td> <td>CE Beardmore</td> </tr> <tr> <td>Student Rep</td> <td>L Aaron</td> <td>S Hughes</td> <td>P Gush</td> </tr> <tr> <td>Student Rep</td> <td>R Debray</td> <td>L Moore</td> <td>C Howell</td> </tr> </tbody> </table>	Position	Nomination	Proposer	Secunder	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	<p>D Austin RS Davies</p>
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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
NestlingsRep	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 			
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 			
Assistant Secretary			

	<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 subscription payments • Actively recruit new members to PAC <p>Asst. Membership Secretary</p> <ul style="list-style-type: none"> • Assist and deputise when required for the Membership Secretary <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>Publicity Officer</p> <ul style="list-style-type: none"> • 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>Events Co-ordinator</p> <ul style="list-style-type: none"> • Assist with the coordination of PAC events <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 	
6	<p>Future proposed grants: It was unanimously 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) • £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, 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 Bursaires 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.	Hughes S, Challacombe B Blunden M Scholefield B
	<p>FUTURE EVENTS: 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 Dinner (S Roughton) 	B Thorpe P Johnston A Skyrme W Llewellyn A Combes S Roughton D Littlejohns
7	<p>AOB</p> <ul style="list-style-type: none"> • It was agreed that all proceeds from the 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 	All to Note

Signed Electronically (16 Oct 16)

Beardmore CE,

Hughes S

Howell C

Gush P

Challacombe B