

## Record of the Penguins Against Cancer Trustees Meeting held on 15 May 2022 via Zoom, commencing 11:30

Item	Description	Action
(a)	(b)	(c)
1	<p><b>Attendees:</b> C Beardmore (Chair), C A Beardmore, B Challacombe, C Gush, P Gush, P Johnston, A Mistlin, T Sinclair (Secretary), C Small (Treasurer), A Schaub, G Thomason, B Thorpe.</p> <p>All were welcomed to the meeting.</p>	<b>All to note</b>
2	<p><b>Apologies for absence:</b> D Littlejohns, L Aaron, T Gibson, S Hughes, P Davis. <b>Received post meeting:</b> B Scholefield.</p>	<b>All to note</b>
3	<p><b>Matters Arising (not covered elsewhere in the agenda)</b></p> <p><b>3.1 PAC 2021 Annual Accounts - update</b> The Treasurer confirmed that the annual PAC accounts had been signed off, sent and uploaded to the <a href="#">Charity Commission website</a>.</p> <p>To avoid the January rush, future filing of PAC accounts would be completed and submitted no later than September each year. The Treasurer had begun preparation of the 2022 accounts, with the aim of auditing in August and submitting in September 2022.</p> <p>The Chair congratulated all involved for the 2021 submission.</p>	<b>All to note</b>
4	<p><b>Financial Position (including report on PENGIN sales)</b></p> <p>The Treasurer summarised the following PAC financial activity (as of 15.5.22):</p> <p><b>4.1 GoFundMe (GFM) Account Donations</b> Currently a total of £7,951 in donations from 132 donors.</p> <p>In line with their regulations, GFM would only allow donations to be moved to a <a href="#">PayPal Giving Fund</a> (PPGF) and not directly to a charity bank account.</p> <p>The Treasurer had therefore opened a PAC PPGF which would act as a holding account. As the primary account holder of the PPGF, the Treasurer called for a trustee to volunteer as secondary account holder and/or co-signatory. Alex Schaub (AS) agreed to this role.</p> <p>Following a brief discussion around auditing challenges linked to the PPGF, it was agreed by the committee that the Treasurer would transfer all donations out of the PPGF and into the PAC NatWest bank account after the 30<sup>th</sup> of each month. This would be trialled at the end of May.</p>	<b>All to Note</b>

<p><b>ACTION:</b> Add Alex Schaub to PayPal Giving Fund as secondary account holder/co-signatory.</p> <p><b>ACTION:</b> Trial moving all funds in the PayPal Giving Fund to the PAC NatWest bank account after 30<sup>th</sup> May 2022.</p> <p><b>4.2 PAC NatWest Account Donations</b>          Currently a total of £11, 900 (not including the GFM donations). From this balance a cheque of £5000 had been written to the Fergus Fund and posted to the Chair on 10.05.22. This was yet to be received.*</p> <p>This left a remaining balance of £6,900 to spend (plus the additional £7,951 to be made available once transferred from the GFM account).</p> <p>Donations received between 9 January – 15 May 2022:</p> <ul style="list-style-type: none"> <li>• The Chair had submitted a cheque for £1,000 on 25 April from the GHRFC Ball raffle.</li> <li>• £1,000 on 4 May from an unnamed donor.              Pat Gush (PG) explained that this was a donation from Mr Paul Harwood, a long-time supporter of PAC who had procured the donation from his masonic lodge. PG would send written thanks to Mr Harwood on behalf of PAC trustees.</li> <li>• Two donations received (March and May) under ‘Choudhry’ for a Christmas quiz and the women’s rugby team.</li> <li>• PG confirmed two further donations to be submitted: £350 from Iain Wilson for an auction and £130 from Ronnie Maher/Matheson.</li> </ul> <p><b>ACTION:</b> Send letter of thanks to Mr Harwood for £1,000 PAC donation.</p> <p><b>ACTION:</b> Confirm receipt of £5000 PAC cheque with the Treasurer  <i>*Post meeting the Chair confirmed receipt of the cheque.</i></p> <p><b>4.3 PENGIN Sales</b>          Ben Challacombe (BC) reported that David Bellis had arranged the first instalment of £2572,50 on the 14.1.2022 (payment reference Mr D Bellis/Cygnat Gin/another holding company name).</p> <p>Receipt of payment was confirmed by the Treasurer. To assist with the tracking of payments into the PAC bank account, trustees were asked to quote dates/amounts when contacting the Treasurer.</p> <p>BC agreed to follow up with Mr Bellis on total sales since the 14.01.2022 and to request payment. Ben would cc the Treasurer into all future correspondence for reference.</p>	<p><b>Caroline Small</b></p> <p><b>Caroline Small</b></p> <p><b>Pat Gush</b></p> <p><b>Charlie Beardmore</b></p> <p><b>All to Note</b></p>
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	<p>constitutionally bound to provide funding for cancer research, awareness, treatment and cancer hospices. Trustees agreed to explore the request further with additional information.</p> <ul style="list-style-type: none"> <li>PG: Pat would contact Paul Harwood for possible nominations or proposals.</li> </ul> <p>Trustees were invited to contact the Chair with any other ideas post meeting.</p> <p><b>ACTION:</b> Contact Anna Winship to clarify which charity PAC could best support.</p> <p><b>ACTION:</b> Provide PAC trustees with more information around the motor neurone hospice.</p> <p><b>ACTION:</b> Contact Paul Harwood for PAC grant nominations.</p>	<p><b>Charlie Gush</b></p> <p><b>Ben Thorpe</b></p> <p><b>Pat Gush</b></p>
<p>10</p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>The Chair thanked the Secretary for purchasing a paid Zoom account (from own funds) to facilitate PAC meetings.</li> <li>Trustees noted some PAC website updates were required such as dates on the various policies. The Chair agreed to review with David Littlejohns.</li> <li>BC asked trustees for feedback on a possible collaboration between PAC and The Urology Foundation (TUF), with a view to funding a fellowship or annual award. The TUF’s work on testicular and prostate cancer aligned well with PAC objectives.</li> </ul> <p>Trustees were supportive of collaborative working with different charities across a number of years. It was noted that PAC funding should not be tied up in charity administrative costs; using a restricted fund could avoid this.</p> <p>Attendees agreed to explore a potential joint grant with TUF (similar to those awarded via the Fergus Fund) in order to further cancer related research, and increase PACs profile and fundraising opportunities.</p> <p>The Treasurer offered to assist BC with any initial discussions.</p> <p>BC would arrange a meeting with Rebecca Porta (TUF CEO), the Chair and the Treasurer and present an update at the PAC AGM.</p> <ul style="list-style-type: none"> <li>The Chair suggested that the current PAC supporter sign up process should include a requirement to pay a subscription to PAC. Trustees were in agreement.</li> </ul>	<p><b>All to Note</b></p>

	<ul style="list-style-type: none"> <li>• Off the back of Simon Hughes’ suggestion to build in flexibility around future PAC trustee meeting times, attendees agreed to trial an evening slot (9pm) for the next meeting and note whether attendance numbers improved.</li> <li>• The Chair confirmed that he had discussed with Chris Howell the potential for him to change role from PAC trustee and adopt the role of PAC ambassador, which Chris has agreed to.</li> </ul> <p>The Chair explained that ambassadors were responsible for promoting PAC and raising awareness and were not bound by the Charity Commission regulations for Trustees.</p> <ul style="list-style-type: none"> <li>• CG requested that the PAC website was updated to confirm the details of the PAC 10-year Ball: 4 November 2023, The Landmark (Hotel) at Marylebone. Ticket prices to follow.</li> </ul> <p><b>ACTION:</b> Review PAC website updates with David Littlejohns.</p> <p><b>ACTION:</b> Arrange introductory meeting with Rebecca Porta.</p> <p><b>ACTION:</b> Add PAC 10-year Ball information to website.</p>	<p><b>Charlie Beardmore</b> <b>Ben Challacombe</b> <b>David Littlejohns</b></p>
11	<p><b>Date(s) of Next Meeting</b></p> <p><b><i>PAC Trustees Meeting</i></b> This meeting would be held <b>virtually</b> on the evening of <b>Tuesday 11 October at 9pm</b> (to avoid half-term).</p> <p><b><i>AGM</i></b> The Chair proposed following the 2021 arrangements and holding the AGM after the Penguins – Freshers rugby match. The Chair would consult with BC to confirm the November date of the rugby match and AGM. <i>Post meeting this was confirmed for the 5 November.</i></p> <p><b><i>PAC Social</i></b> Proposed for Saturday 5 November. Updates to follow.</p> <p><b>ACTION:</b> Source provisional October date for next PAC trustees meeting.</p>	<p><b>All to Note</b></p> <p><b>Tanya Sinclair</b></p>
	<p><b>Additional Note:</b></p> <ul style="list-style-type: none"> <li>• *PAC Website: <a href="http://www.penguinsagainstcancer.org.uk">www.penguinsagainstcancer.org.uk</a></li> </ul>	

Signed as accurate:

**C Gush**

**A Schaub**