

Record of the meeting of PAC Officers and Trustees on 21 Oct 17 at Guy's Hospital sports Ground, Brockley Rise, Honor Oak Park, London, commencing 1530 hrs

Item	Description	Action
1	<p><b>Attendees:</b> Gibson T, Howell C, Gush P, Gush C, Beardmore CE</p> <p><b>Apologies:</b> Pugh C, Mistlin A, Thomason G [proxy votes given], Poulter D, Combes A, Challacombe B, Littlejohns D, Chew P, Hughes S</p>	
2	<p><b>Purpose:</b> The meeting presented an opportunity to review progress of Penguins Against Cancer (PAC) prior to the AGM and annual dinner.</p>	<b>All Note</b>
3	<p><b>Matters Arising: The following actions still require completion:</b> PAC Constitution requires amendment, as noted at the AGM 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 PAC. TORs for Officers and Trustees require redrafting The potential to create PAC branded Gin 'PENGIN' requires confirmation. All other matters are addressed by agenda items.</p>	<b>Secretary Secretary A Mistlin</b>
4	<p><b>Finance:</b> The Treasurer's report and statement of accounts have been circulated. In summary all PAC expenditure remains by cheque, drafted by the Treasurer and signed by at least 2 authorised PAC signatories. Income is healthy. The Trustees agreed to recommend that the AGM formally adopt the statement of accounts and authorise its onward staffing by the Treasurer to the Charities Commission.</p>	<b>All to Note</b>
5	<p><b>Activities since the last AGM:</b> Recent and activities are described in detail on the website <a href="http://www.penguinsagainstcancer.org.uk">www.penguinsagainstcancer.org.uk</a> . Key events during the past year were:</p> <ul style="list-style-type: none"> <li>• The Fergus Scholefield Research Fund's first beneficiary is the METALS study [Metformin in Prostate Cancer]. Further grant(s) will be made in the forthcoming year, conditional on selection criteria being fully met. A full report will be provided for the PAC website</li> <li>• Mar 2017 Fleet Half Marathon – the Running Captain was unfortunately unable to compete due to injury. The single remaining PAC runner completed the course, in a wholly unimpressive time, but nevertheless raised in excess of £1000 for PAC</li> <li>• Apr 2017 Penguins v Present Rugby – Penguins regained the Scanlan Cup in a hard fought match</li> <li>• Jul 2017 PAC Golf Day – held at Dale Hill golf club and organised again by Andy Skyrme raised approx. £4000 for PAC [exact detail available via Treasurer]</li> <li>• The 2017 Oxfordshire Crickrugally tournament was unfortunately cancelled at late notice due to unavoidable work pressures. It is hoped to organise a tandem cycling event next year.</li> <li>• Jersey Veterans Rugby tournament – The previous year, despite eventually winning the Shield, the Penguins team had conceded the second highest recorded number of points in the history of the tournament. This year the Penguins team won the tournament outright, and received a prize for fielding the oldest player [Chris Howell 73 years young].</li> <li>• 21 Oct 17 Penguins defeated the Freshers in a hard fought match to win the Fergus Scholefield Memorial Cup. The match was preceded by a minute of sustained applause from all present to celebrate Fergus's all too short life.</li> </ul> <p>Numerous grants have been made in support of cancer awareness, cancer research, cancer treatment and hospices – details are at the website <a href="http://www.penguinsagainstcancer.org.uk">www.penguinsagainstcancer.org.uk</a> under 'Grants'. PAC has now disbursed in excess of £80 000 in support of good causes in accordance with the PAC Constitution.</p>	<p><b>S Hughes</b></p> <p><b>W LLeuwellyn</b></p>

6	<p><b>Nomination of PAC Officers and Trustees for 2016-2017:</b>                  Most of those currently serving as Trustees and Officers agreed to remain in post for another year. The positions below [changes in <b>bold</b>] [Officers list proposed by C Howell and seconded by A Mistlin [proxy], Trustees list proposed by C Beardmore and seconded by T Gibson]. were agreed by the Trustees meeting to be put before the 21 Oct 17 AGM for formal endorsement. As previously remarked, it is clear that the roles of Trustees and Officers should be more 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. This still requires to be fully completed. In addition the role of Chair is to be separated from that of President. For the future, P Gush will adopt the role of Chair and Chief Trustee. In the interim, the short Terms of Reference for the Officers previously drafted and agreed by the Trustees will continue to be used, noting that Charing of the AGM should in future fall to the Chair.</p> <p><b>Afternote: At the Trustees meeting on 21 Oct 17, P Davis was proposed as a Trustee by C Howell , and seconded by C Gush and voted in by those present. Due to an administrative oversight, this information was not presented at the AGM later that evening. Out of Committee action is now required to present this proposal to PAC members</b></p>	<p><b>All to Note</b></p> <p><b>Sec President Chair</b></p>																																																																																																																																												
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	Trustee	C Gush			
	Trustees with specific responsibility for the Fergus Scholefield Cancer Research Fund				
	Lead Trustee	S Hughes			
	Trustee	B Scholefield			
	Trustee	M Blunden			
	Trustee	B Challacombe			
<b>7</b>	<p><b>Future Proposed Grants.</b> The following grants were proposed to be put to the AGM for endorsement:</p> <ul style="list-style-type: none"> <li>• £2000 to Headstart [<i>cancer support network in Kent run by Macmillan Nurses</i>] (nominated by C Howell, seconded by P Gush)</li> <li>• £2000 to the King's Haematology Research Fund (nominated by P Gush, seconded by C Gush)</li> <li>• £2000 to the Royal Marsden Melanoma Research Fund (nominated by T Gibson, seconded by C Howell) [</li> <li>• £2000 to Saving Faces, [a Head and Neck cancer charity] (nominated by C Gush, seconded by T Gibson)</li> <li>• In addition it was reiterated that £5000 will continue to be made available for the Fergus Scholefield Cancer Research Fund</li> </ul>				<b>All to Note</b>
<b>8</b>	<p><b>AOB</b> The Treasurer has raised the requirement to ensure all were clear on the responsibilities of event organisers regarding finances. The payment of entry fees into the PAC account and subsequent requirement to extract that money to pay the entry fees to the organisation staging the event is unnecessary and time consuming. Event organisers were to, ensuring an appropriate audit trail is kept, collect monies from event participants and sponsors and pay event expenses before depositing the event's final profits in the PAC bank account. PAC does not have the administrative resources to do otherwise. This item is to be presented to the AGM under AOB</p>				<b>All to Note</b>

Signed Electronically

Gibson T, Howell C, Gush P, Gush C, Beardmore CE 2 Nov 17