Record of the Penguins Against Cancer Trustees Meeting held on 9 Jan 2022 via Zoom, commencing 11:30

Item	Description	Action
(a)	(b)	(c)
1	**Attendees:** C Beardmore (Chair), C A Beardmore, P Davis, C Gush, P Gush, D Littlejohns, A Mistlin, T Sinclair (Secretary), C Small (Treasurer), G Thomason.	**All to note**
2	**Apologies for absence:** L Aaron, S Hughes, DP Johnston, A Schaub	**All to note**
3	**Adoption of PAC 2021 Annual Accounts** Trustees were directed to the draft PAC accounts, as presented by the Treasurer. It was noted by the Chair that Charity Commission guidance dictated that the word 'donations' should be replaced by 'grants'. Subject to this requested change, the draft accounts were unanimously approved by all trustees. On behalf of all trustees, Charlotte Beardmore thanked the Treasurer for her hard work in preparing an excellent set of draft accounts. **ACTION:** Treasurer to update draft PAC accounts by replacing 'donation(s)' with 'grant(s)'.	**All to note** **C Small**
4	**Matters Arising (not covered elsewhere in the agenda)** There were no other matters arising.	**All to note**
5	**Financial Position (including report on PENGIN sales)** The Treasurer confirmed a total of £6,650 in the PAC account. However, a cheque for £3,600 made out to Richard House Trust had not yet been cashed. See item 9 for related action. Please see item 11 for PENGIN sales update.	**All to Note**
6	**Recent PAC Activities** There had been no further updates to the ongoing list of activities (detailed below for reference). • Jersey Veterans rugby tournament 2 Oct 2021 – Penguins reached the final (incorrectly reported as semi-final in the PAC	**All to note**

	Trustees report of 24 Oct 21) losing to a very strong RAF Vultures side. Report to follow from Ben Thorpe. • The King Alfred's Way cycle challenge was completed by 3 Penguins – report on PAC website. • The PAC 2021 Golf Day was postponed due to unavoidable circumstances. • The Penguins XV defeated a spirited Freshers XV, 52-22, just prior to the AGM. Report to follow from Tim Price.	
7	**Future Proposed Activities** • 2022 Fergus Cup rugby match – Birmingham. Postponed until March 2022. Barney Scholefield to confirm new date. **Afternote: Now confirmed as 5 Mar 22. POC Barney Scholefield.** • 2022 Penguins v Present (Scanlan Cup) match and dinner – 23 Apr 22 HOP – POC Ben Thorpe/Tim Price followed by GHRFC Ball (location, menu, dress, timings, cost TBC. **Afternote: POC George Ashton**) (The GHRFC AGM will be held on 22 Apr 22 at Guys Hospital) • 3-5 Jun 2022 – T6 (Tower to Tower 2022) – from Guy's Tower to the Eiffel tower – POC President • PAC Golf Day – date changed from Sat 15 to Fri 21 Oct 2022. POCs Pat Gush and John Costello. *More details available under Future Events on the PAC website. **ACTION: Amend date of PAC Golf Day on website (Fri 21 Oct 2022)**	**All to note** **D Littlejohns**
8	**Fergus Fund** No details were available at the meeting. Simon Hughes would confirm future nominations. **ACTION: Confirm future nominations at the next PAC meeting.**	**All to Note** **S Hughes**
9	**Recent PAC Grants Made** • £3,600 to Richard House Trust. *Further details available on the PAC website. Charlotte Beardmore agreed to contact Richard House Trust and confirm whether the cheque had been received and cashed. **ACTION: Confirm receipt of PAC letter and cashing of cheque with Richard House Trust.** **Afternote: Richard House Trust (RHT) have confirmed to Charlie Gush the receipt of letter and cheque. Charlie Gush has requested that RHT send an appropriate acknowledgement letter to PAC.**	**All to Note** **CA Beardmore**

10	**Future Proposed Grants** None to report.	**All to Note**
11	**AOB** • Following a brief discussion on the use of GoFundMe software for PAC fundraising activities, David Littlejohns agreed to investigate functionality, particularly regarding the ability to add and amend participant/sponsor details. • The PAC 10th anniversary Ball would be held in November 2023. It was agreed that a committee would be formed and led by Pat Gush and Charlie Gush, including Tom George. • The Guy's Hospital Rugby Football Club (GHRFC) 180th celebrations were likely to take place in April 2024. They would therefore be separate from the PAC 10th anniversary Ball (November 2023). • PENGIN sales. The Chair summarised that as of 30th September 2021, a total of 107 units were sold online and via trade sales, totalling £2572.50. **Afternote: Mr D Bellis has arranged (14 Jan 22) payment of £2572.50 from his business account to the PAC account. The Treasurer has a copy of the relevant email and will confirm when the money is lodged in the PAC account**. The Treasurer noted that Gift Aid could not be claimed on the money received, as confirmed by the accountant. • The Secretary thanked all trustees for the very warm welcome. **ACTION: Investigate GoFundMe software functionality around updating participant/sponsor details.**	**All to Note** **C Small** **D Littlejohns**
12	**Date of Next Meeting** **Sunday 15 May 2022, commencing 11:30**	**All to Note**
	Additional Note: • *****PAC Website: www.penguinsagainstcancer.org.uk	

Signed as accurate:

G Thomason

P Davis