

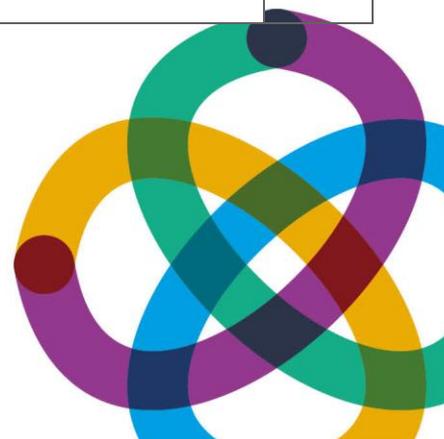
MINUTES FOR THE ANNUAL GENERAL MEETING OF CANCER SUPPORT SCOTLAND.

Held by Zoom Meeting on Thursday 29th October 2020 at 7pm.

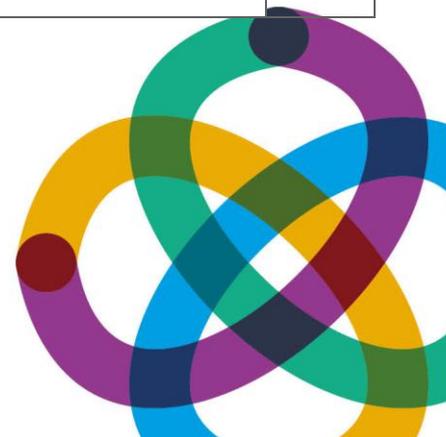
	<p>Present: Jack Ogston (JO) Chair, Rob Murray (RM) Chief Executive, George Walker (GW) Treasurer</p> <p>In attendance: Claire Benjamin, Tracey MacCormack, Suzanne George, Gary H Sutherland, Craig McDermid, Christine Hamilton, Jane Law, David Semple, Yet Semple, Catherine Arbuckle, Janice Irvine, John Burns, Pamela Burns, Lauren Neil, Janni Hamill and Mark Hamill</p>	
Item	Topic	
1	<p><u>Welcome and Apologies</u></p> <p>JO: Welcome everyone to the 2020 Annual General Meeting of Cancer Support Scotland.</p> <p>Introduced everyone on the call:</p> <p style="padding-left: 40px;">Jack Ogston, Chair George Walker, Treasurer Rob Murray, CEO</p> <p>JO advised in line with Scottish Government guidelines on public meetings, the board took the decision to hold the AGM online via zoom. Our constitution allows this.</p> <p>JO explained the format for tonight will be to proceed with the AGM reports as follows:</p> <ol style="list-style-type: none"> 1. Chair's Report 2. Treasurer's Report 3. CEO's Report <p>This is all outlined in the paperwork sent out in the notice of AGM.</p> <p>JO advised any questions will be answered at the end of the CEO Report and RM explained how the Q&A would work via Zoom.</p> <p>RM advised apologies were received from:</p> <p>Sir Kenneth Calman, Lady Calman, Alex McCaffrey and Katie Tweedie.</p>	
2	<p><u>Minutes of Previous Meeting</u></p> <p>JO explained that in line with our Articles of Association we are required for our minutes of the AGM 2019 to be approved by members.</p>	



	<p>The AGM in 2019 took place at the Calman Centre on the 12th November 2019 and these minutes were included in the pack emailed out as part of the AGM invite. JO asked if there was any factual inaccuracies they wished to be corrected? If so, please put them in the Q&A box.</p> <p>RM advised there was an error on page 3 paragraph 3, the figure should read as £148,860. The date advised of this year's AGM also required to be updated.</p> <p>JO asked if someone could propose that the minutes are a fair and accurate reflection of the meeting.</p> <p>Suzanne George proposed minutes and Christine Hamilton seconded.</p>	
<p>3</p>	<p><u>Chair's Report</u></p> <p>JO - Whilst the global pandemic only effected the latter part of the charity's financial year it is difficult not to comment on it & the effect it has had.</p> <p>JO advised that the Trustees are delighted with the way in which the team have responded to the crisis, both with regard to the support provided to cancer patients and their families/carers and also on the financial front.</p> <p>Outwith COVID-19, CSS finalised the 5-year strategy "Here for your wellbeing".</p> <p>During the year we strengthened our Board welcoming Suzanne George, Christine Hamilton and Katie Tweedie. As a result, we enhanced diversity of gender, skills & experience.</p> <p>We continued to reduce the impact of dry rot at the Calman Centre & expect a decision to be reached on our legal action during the current financial year 2020/21.</p> <p>JO explained that we continue to live in uncertain times and that in response to this, and to help safeguard the long-term future of the Charity, in mid-2020 we took the difficult decision to reduce staff numbers. This was done after much thought & soul searching but we believe was the responsible course of action.</p> <p>JO finalised by saying that CSS remains as relevant in current times as it has ever done & we will strive to continue to support those who need our help.</p>	
<p>4</p>	<p><u>Treasurer's Report</u></p> <p>GW stated we had anticipated a year of significant growth.</p> <p>Our Budget had predicted income growth of 37% versus 2019. Income for year ending 30 April 2020 totalled £615,000, an increase of 26% on the previous year, and (despite the impact of the Covid19 pandemic) only 8% short of Budget. Both individual fundraising events and corporate fundraising were significantly impacted by the Covid19 pandemic in the final 4 months of the financial year.</p> <p>Costs for the year totalled £701,000, an increase of 10% on the previous year. This does however include £25,000 of expenditure on the Calman Centre Building and £20,112 for the recruitment of a total of 7 posts. Excluding these items, costs were in line with Budget.</p>	



	<p>GW explained the deficit for the year was £86,444, a reduction of £62,000 on the previous year</p> <p>We received funding from the Scottish Government COVID-19 Resilience Fund (totalling £96,242) to support ongoing counselling in March 2020.</p> <p>On 30 April 2020 our Cash Reserves stood at £168,000 which meets our benchmark of covering three months operating costs.</p> <p>GW also advised that we were required to undergo an audit of our final accounts this year given that our income was over £500,000. We received an unqualified auditors' report.</p> <p>GW advised that we would like to propose to members that we continue to use Milne Craig, Accountants as our Auditors / Independent Examiner.</p> <p>Gary H Sutherland proposed, and Suzanne George seconded.</p>	
5	<p><u>CEO Report</u></p> <p>RM thanked everyone who has supported the charity during 2019/20. We are facing enormous challenges that we never expected, nor wanted, and how we responded to those challenges was crucial.</p> <p>2020 was meant to be our big year, celebrating 40 years of Cancer Support Scotland. Unfortunately, it has been a challenging year.</p> <p>RM stated it was a difficult decision to suspend our face-to-face services, but it was needed to protect the safety of our staff, volunteers and those we support.</p> <p>RM incredibly proud of the commitment of the team, all worked exceptionally hard to respond proactively to the crisis, ensuring we can support those affected by cancer with alternative service offerings.</p> <p>Until Covid-19 took a grip, 2019/20 was set to be a great year for the charity. We were on projection for a record number of appointments. By year end we saw around a 9% increase in counselling appointments, we saw 741 Podiatry appointments delivered, and 3,057 complementary therapy appointments delivered.</p> <p>We welcomed 86 amazing volunteers to the charity who delivered over 5,718 hours which we are so grateful for. RM noted that since the pandemic it has been challenging for volunteers given the nature of the work they do.</p> <p>Our fundraising efforts are growing in strength. Whilst we had to cancel events as early as January, we have seen success in fundraising with new individual donors coming on board. This will appear in the 20/21 accounts.</p>	



<p>6.</p>	<p>Our communications and brand recognition continues to grow following the launch of our new strategy and brand in March 2020. This was covered by national press and welcomed by the third sector.</p> <p>RM advised we continue to play an active role in influencing legislation and this year welcomed the Cabinet Secretary to the Calman Centre in December 2019. We continue to highlight the charity at NHS Scotland conference, the National Third Sector Conference, as well as the British Sarcoma Conference and on local / national Media.</p> <p>RM wanted to acknowledge that 2020 has been difficult on the fundraising front. Compared to Q1 & Q2 of last year we have seen around a 30% drop in income. Given this Trustees took the difficult decision to ensure we are sustainable & it sadly meant restructuring the charity in July and that we said goodbye to 10 highly valued members of our team covering the length and breadth of the organisation.</p> <p>RM finalised by stating CSS is never more needed now and that is why we are doing all we can to ensure we are supporting those affected by cancer with vital digital support whilst raising essential funds.</p> <p>RM advised everyone there are still lots of ways to promote and support the charity financially if anyone wanted to do so, including the Yalde Lottery and the donate button on the website. Also, virtual fundraisers are coming up including the Gin tasting night and the Christmas Fair at the end of November 2020.</p> <p>OPEN TO Q&A</p> <p>JO advised now open to Q&A on the presentations just provided on the financial year 2019/20. If members wish to ask questions, they can do by posting in the Q&A box. RM will read these out and distribute to each appropriate person.</p> <p>Question - Is the meeting Quorate? – RM advised that upon checking members and the Articles of Association there are 10 members required to be in attendance and there are 12 members on the Zoom meeting now so yes.</p> <p>Question - Are there enough reserves to limit the need to reduce the staff in the future? JO stated that the short answer is yes but that are no guarantees what the long-term future holds due to COVID, but there is no desire to reduce the staff team further. .</p> <p>Question - Have all the board positions been filled that were advertised earlier in the year? RM replied there are 2 positions to fill but looking for particular skillset, one with clinical/medical background and one with 3rd Sector management experience.</p> <p>RM asked if any more questions – No more questions asked.</p>	
<p>7.</p>	<p><u>Report on Members of the Board of Trustees</u></p>	



JO stated that having a strong Board of Trustees is important in ensuring good governance and forward planning for the charity and it has been his privilege to work with the board as their Chair for the past two years.

JO thanked Dr Brendan McCann for all his work with Cancer Support Scotland over the years. Dr McCann is stepping down as he is moving abroad.

RM: All other current Trustees are looking to stand again for re-election. They include:

Jack Ogston
George Walker
Jane Law
Donny MacKinnon
Craig McDermid
Gary H Sutherland
Katie Tweedie
Suzanne George
Christine Hamilton

RM asked someone to propose that all members can be re-elected to the board - you can do this by putting your name in the Q&A box.

David Semple proposed, John Burns seconded.

RM advised that we are still looking for new board members so anyone interested can contact him.

8.

Vote of Thanks

JO thanked everyone for taking part in the 2020 AGM, it has been a pivotal year of transformation for Cancer Support Scotland. We are taking great steps to ensure the wellbeing of those affected by cancer is supported.

2020 marks an important milestone for us and we would welcome your support be that through volunteers, contacts, donations or guidance.

9.

Date of 2021 Annual General Meeting

This will be confirmed when appropriate.

10.

CLOSE

JO thanked everyone for attending the virtual meeting, he also thanked all of the staff members past and present.



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