

MINUTES FOR THE ANNUAL GENERAL MEETING OF CANCER SUPPORT SCOTLAND.

Held by Zoom Meeting on 30th November 2021 at 7pm.

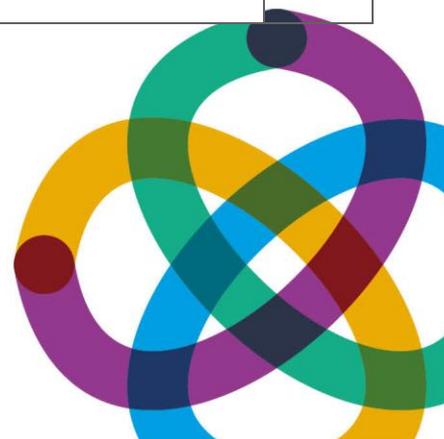
	<p>Present: Jack Ogston (JO) Chair, Rob Murray (RM) Chief Executive, George Walker (GW) Treasurer</p> <p>In attendance: Tracey MacCormack, Gary H Sutherland, Christine Hamilton, Jane Law, John Burns, Pamela Burns, Susan Williams, Meg Wright, Fiona Drury, Janni Hamill and Mark Hamill</p>	
Item	Topic	
1	<p><u>Welcome and Apologies</u></p> <p>JO: Welcome everyone to the 2021 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 that the notice of the AGM was issued by email, CSS website and various social media channels on the 15 November 2021. JO confirmed that we took the decision to hold the meeting in line with Scottish Government guidelines which meant it would be a digital format.</p> <p>JO confirmed that based on the register, the AGM was quorate.</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, Suzanne George, Craig McDermid and Katie Tweedie.</p>	



<p>2</p>	<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 2020 to be approved by members.</p> <p>The AGM in 2020 took place on zoom on the 29 October 2020 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>No changes were presented by members.</p> <p>JO asked if someone could propose that the minutes are a fair and accurate reflection of the meeting.</p> <p>Christsine Hamilton proposed minutes and Pamela Burns seconded.</p>	
<p>3</p>	<p><u>Chair's Report</u></p> <p>JO – The year in question was impacted by Covid-19 again in terms of services, funding and staffing.</p> <p>JO - As result CSS took difficult decision to restructure the Charity which unfortunately meant that we had to say goodbye to a number of our staff. Decision driven by both financial & safety reasons given no face to face contact therefore unable to provide complimentary therapies. Whilst this move was made with much regret it was necessary to protect the long term sustainability of the charity and has meant that we have been able to continue to do provide a high level of support to those going through the cancer journey both digitally and by telephone.</p> <p>JO- Will leave detailed comments on Financial matters to George but would simply say that after stripping out a one off significant piece of income which will touch on later, expenditure has exceeded income. However, had it not been for the efforts of the Fundraising Team and the containment of costs I previously referred to this deficit would have been considerably greater.</p> <p>JO- As mentioned at last year's AGM we unfortunately had to enter into a legal action in respect of dry rot problems encountered here at the Calman Centre. Pleasingly we were able to reach an out of court settlement which has allowed the necessary internal works to be completed with the expectation the external works will be finished by the end of the calendar year.</p> <p>JO- Looking to the year ahead we will be looking at our strategy to see how we are progressing with this and will carry out a review of our articles of association given it's been a while since this was last done & most importantly we will continue with the core purpose of the Charity which of course is to help those affected by cancer.</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>	
4	<p><u>Treasurer's Report</u></p> <p>GW – Challenging year for all organisations. Trustees did sign off a budget with a slight deficit however due to the efforts of our team we ended the financial year with a surplus.</p> <p>GW- Income for year ending 30 April 2021 totalled £745,306, an increase on the previous year due to Government covid-19 grants and the aforementioned out of court settlement of £236,891. If the latter is removed our total income generated was £508,415, down 17% on the previous year and 8% on budget. Both individual fundraising events and corporate fundraising were significantly impacted by the Covid19 pandemic and continue to be.</p> <p>GW- We took significant action on our costs and the team do need to be commended on that. Costs for the year totalled £611,243, a decrease of 13% on the previous year.</p> <p>GW- We ended the year with a surplus which is largely due to the hard work of the team (controlling costs and raising income) and our insurance settlement which is treated as restricted funds.</p> <p>GW- We are grateful to each and every one of our funders during the past year, whether they donated £5 or whether like Walk the Walk they donated £20,000.</p> <p>GW- On 30 April 2020 our Free Cash Reserves stood at £143,118 which is just shy of our benchmark of three months operating costs.</p> <p>GW- We were required to undergo an audit this year given that our income was over £500,000. We received an unqualified auditor's 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>Susan Williams proposed and Pamela Burns seconded.</p>	
5	<p><u>CEO Report</u></p> <p>RM -Thank you to everyone who has supported the charity during 2020/21. Our staff and volunteers stepped up during this difficult year to ensure those affected by cancer have the wellbeing support they deserve.</p> <p>RM- On 16th March 2020 I took the very difficult decision to suspend our face-to-face services. In doing so I knew that many people affected by cancer across Scotland would struggle with increasing pain, fatigue, stress, anxiety and discomfort and it was not a decision taken lightly. Our face-to-face services remain closed however we have been running on full steam to ensure our support is available across Scotland. We have stepped up and delivered.</p>	



RM - I have been incredibly proud of the commitment of our team. The whole staff and volunteer team at Cancer Support Scotland have worked exceptionally hard to respond proactively to the crisis, ensuring we can support those affected by cancer with alternative service offerings.

RM - Cancer is the leading cause death in Scotland. 1 in 2 of us will be diagnosed with cancer in our lifetime. This is why we continue to innovate and delivery free, individually tailored services across Scotland.

RM - During 2020/21 By year end we saw around increase in counselling appointments, we saw 2,242 befriending calls delivered, 294 stress management sessions delivered, 53 digital self-help guides and 4 wellbeing sessions with a reach of over 45,000 people. We welcomed 10 amazing volunteers to the charity, and we are grateful for everything they do to support those affected by cancer. I understand though that since the pandemic it's been challenging for volunteers given the nature of the work we do.

RM - Our fundraising efforts are developing. Whilst we didn't have any face-to-face events last year, we can be proud of our innovative approach. The team have been brave and bold in testing new campaigns such as our Step into Spring, Annual Christmas Appeal, and various online events such as gin tasting.

RM - Cancer Support Scotland continues to play an active role in influencing legislation and this year. We continue to push for real parity between physical and mental health and whilst this has not been achieved, we are pleased that several working groups are exploring a once for Scotland approach to this vital part of the cancer journey.

RM- I passionately believe cancer support Scotland is never more needed and that is why we are doing all we can to ensure we are supporting those affected by cancer vital digital support whilst raising vital funds. If you get the chance check out our website at the support we offer, and if you can afford it, set up a monthly direct debit.

6. **OPEN TO Q&A**

JO advised now open to Q&A on the presentations just provided on the financial year 2020/21. 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.

RM asked if any questions – No more questions asked.



7. **Report on Members of the Board of Trustees**

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 three years.

JO thanked Gary Sutherland and Dr Brendan McCann for all their work with Cancer Support Scotland over the years. Dr McCann is stepping down as he is moving abroad, Gary has completed his six year term. JO also thanks Donny McKinnon who after six years of service took down in September of this year.

JO extended a very warm welcome to Meg Wright and Fiona Drury who we have welcomed onto the board, they are already making a positive impact.

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

Jack Ogston
George Walker
Jane Law
Fiona Drury
Meg Wright
Craig McDermid
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.

Pamela Burns proposed, Susan Williams 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 2021 AGM, it has been an important year for the charity therefore appreciate the work everyone has done to support us.

9. **Date of 2021 Annual General Meeting**

This will be confirmed when appropriate.

10. **CLOSE**



	<p>JO thanked everyone for attending the virtual meeting, he also thanked all of the staff members past and present</p>	
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