

Meeting A
MINUTES OF A MEETING OF THE BOARD OF TRUSTEES
Held by teleconference on 4th October 2009

Present: Hugo Del Mar, Sue Del Mar, Allan Muir, Ann Phillips, Clive Tonks,
Andrew Wakelin.
In attendance: Luca Venditto.
Apologies: Jayesh Pindolia.
Hugo Del Mar acted as convenor/chairman.

1) Conference 2010

The meeting gratefully accepted Andrew's offer to organise the conference at a hotel on the west side of the country, convenient for the motorway. A date of 25th September was agreed. Sue and Luca offered to help with the organisation.

ACTION A1: AW to investigate venues/bookings for the 2010 annual conference.

3) Election of Officers

Andrew suggested that a Chairman, Vice Chairman, Secretary and Treasurer were needed and he outlined what he felt should be their duties. Clive felt that, in the absence of agreed duties for these posts, we should only elect acting officers for a specific length of time before holding an election for substantive officers when the duties were agreed. After some discussion, it was agreed to elect substantive officers to serve until the 2010 AGM. It was also agreed that a Vice Chairman was not necessary at this point.

Allan Muir proposed that Andrew Wakelin should be elected Chairman. This was seconded by Clive Tonks and passed unanimously. Sue Del Mar said that she would be happy to continue to serve as Treasurer. She was proposed by Hugo Del Mar and seconded by Ann Phillips. This was supported unanimously. Clive said that in view of Andrew's original outline of an increased remit for the secretary, he felt that he would not be able to sustain the post and asked to stand down. It was agreed that Andrew would approach Kate Phillips to ask if she would be willing to serve.

Andrew wound up the election by pointing out that type representatives, the newsletter editor and other volunteers could attend meetings without necessarily accepting the duties of being trustees.

ACTION A2: AW to approach Kate Phillips about becoming Secretary.

4) Final Accounts of the Unincorporated Charity

Andrew said that the Charity Commission had informed us that we had been accepted for registration but had computer problems which precluded them from giving us a registration number at present. The two charities needed to co-exist for a time. He suggested that the accounts of the old charity should end formally on 31st December 2009 and should then be independently examined. The new charity would have an accounting date of 31st March annually. He agreed to find out whether the first set of

accounts could run to 31st March 2011 or whether an initial set of accounts until 31st March 2010 would be required.

ACTION A3: AW to check accounting requirements with our accountants.

5) Authorisation for a Bank Account

It was agreed to authorise the Treasurer to open a bank account in the name of the new company. It was agreed that any two Trustees could be signatories.

ACTION A4: SDM to open bank account.

6) Adoption of a Child and Vulnerable Adult Protection Policy

It was agreed that we must comply with any statutory regulation in this area. The policy drafted by Andrew to be considered at the next meeting.

ACTION A5: ALL consider the child and vulnerable adult protection policy before the next meeting.

7) Strategic Aims of the Charity

It was agreed that we needed a face to face meeting before the slated January meeting to discuss these matters. A date of Saturday 14th November was agreed. Hugo said that he would try the Union Jack Club again. Allan and Andrew agreed to discuss the question of funding a permanent post for the company with Genzyme.

ACTION A6: HDM to book venue.

ACTION A7: AM and AW to meet with Genzyme.

The meeting then closed.