

JOSEPH COWEN LIFELONG LEARNING CENTRE CIC
FIRST ANNUAL GENERAL MEETING
FRIDAY 20TH MARCH 2015
LECTURE THEATRE, MINING INSTITUTE, NEVILLE HALL

UNCONFIRMED MINUTES

Members present:

Bea Groves (Chair), Joy Rutter, Sheila Armstrong, Patricia Hutson, Rita Prabhu, Dorothy Stainsby, Rowland Hill, Tina Massey, Jack Massey, Elsie Denham, Ray Shepherd, Louise Freeman, Mike Leddra, John Bundock, Pat Halcro, Helen Watson, Steve Fry, Rachel Simmons, Eileen Martin, Liz Powell, Margaret Brown, Maureen Robinson, Colm O'Brien, Margaret Heppell, Lily Burnett, Bronwen Calvert, Linda Allen, Angela Young, Rosemary Zakrzewski, Maria Goulding, Myra Bavidge, Peter Quinn, Margaret Cook, Anne Bundock, Michael Ayton, Ray Oughton, Kath Smith, Anne Williams, Myra Giesen, Ann Boardman, Peter Boardman, Ros Stansfield, Mike Cornish, Nova Brockbank, Ken Young, Helen Cooper.

Apologies: Fiona MacCarthy, Margaret Adams, Christine BurrIDGE, Peter Fuller, Joe Hyam, Kathleen Kenny, Angela McSwain, Harry Rose, Jan Widmer, Jenny Peace

1	Bea Groves welcomed JCLLC-CIC members to the first Annual General Meeting.	
2	Minutes of Interim General Meeting 4 th July 2014 were accepted and signed.	
3	There were no matters arising from the minutes.	
4	<p>Reports: All reports are available on http://www.josephcowen.org.uk/</p> <p>Chairperson's Report. Bea Groves congratulated and thanked all who had contributed to Explore's continuing success. Comments from the floor; Season 4 (member led summer activities) had been successful and important in maintaining momentum. Explore when run by Sunderland University had been awarded a prize, - was there scope for 'new Explore'?</p> <p>Reminder that our membership remains small in relation to total demographic and we must continue to raise awareness. BG thanked Louise Freeman for her work in publicising Explore. Acknowledgement of debt to previous scheme in providing a network of tutor contacts, experience etc, and thanks to those who had taken Explore forward.</p> <p>Company Secretary's Report. This was received with thanks to Fiona MacCarthy. It was noted that FMacC had resigned from the posts of Company Secretary and Treasurer due to pressure of work.</p> <p>Finance Report. Ken Young thanked FMacC for her work as Treasurer. He reported a healthy financial position, with an end of year surplus of over £17k. Membership numbers stood at 210, the same as last year, but with a slightly lower income from subscriptions because of the 'early bird' policy.</p>	

	<p>Members endorsed the principle of maintaining a surplus, as a precaution against a drop in membership or the need to find new premises in future.</p> <p>Thanks were expressed to Ampersand Inventions for providing such an excellent environment, and for their personal involvement and support. It was noted that if AI were to be forced to move to different premises they would hope to take us with them.</p> <p>The principle of subscription 'up front' was endorsed, as was the early bird reduction. In response to a question about member hardship, KY outlined arrangements for payment by instalments and also the Killingley Trust.</p> <p>Activity reports:</p> <p>Programming. Bronwen Calvert outlined programming arrangements for 2014-15 and thanked the programming team, also Joy Rutter and John Bundock for their work last year.</p> <p>Members congratulated the team for an excellent programme with a good mix of familiar and new tutors. Maria Goulding was thanked for co-ordinating Season 4.</p> <p>There was discussion regarding member feedback. Currently members can give feedback via the website, or face-to-face, or by writing into the office. CO'B reported experience from 'old' Explore that a structured 'tick-box' proforma was not helpful. It was agreed that feedback (positive as well as negative) via the website should be encouraged, but noted that not all members had easy access to this.</p> <p>Office/Administration. Dorothy Stainsby thanked all volunteers who had contributed to the smooth running of the office, and welcomed Rachel Simmons, appointed as Explore Administrator in January 2015.</p> <p>Volunteers are still needed, but duties will be more flexible and less onerous than previously.</p> <p>DS thanked John Bundock for his huge contribution to many aspects of Explore.</p> <p>DS was thanked by the Chair and from the floor.</p> <p>Publicity. Louise Freeman emphasised the aim of publicity and outlined what had been done. Her approach was endorsed and she was thanked and congratulated by the Chair and from the floor.</p> <p>Marketing and Outreach. Joy Rutter explained that for personal reasons the M & O team had only begun work in January. She outlined their plans. JR was thanked by the Chair and from the floor.</p>	Board
5	<p>Constitutional matters:</p> <p>Future arrangements for AGM.</p> <p>JR explained that there was currently no constitutional obligation to hold an AGM. If members wished to have an AGM, this could either be regarded as custom and practice, or could be made a requirement by means of a change to the constitution.</p> <p>Those present agreed that;</p> <p>i) an Annual General Meeting should be held each in Spring each</p>	Board

	<p>year.</p> <p>ii) by means of a ballot, members should be asked to approve a special written resolution to change the constitution accordingly. It was noted that the approval of 70% of the membership would be required.</p> <p>Terms of office of Directors</p> <p>Members were asked to consider whether the term of office of Directors of JCLLC-CIC should be limited, and if so, how this should be organised, so as to ensure continuity whilst avoiding unnecessarily frequent elections.</p> <p>Those present agreed that;</p> <p>i) the term of office of Directors should be limited, and</p> <p>ii) the Board should develop and propose a system to achieve this.</p> <p>Members were asked to contribute any experience they may have from other organisations.</p>	Board
6	<p>Open Forum.</p> <p>There were no other questions from the floor</p>	
	The meeting closed at 4.50pm	