**Minutes – AGM – 3/10/19 – 5.00pm – Conference Aston, Birmingham**

**Present: JL, JB, JBi, HJ, Rosaleen Kilbane, Anne Henderson, Cris McCurley, Helen Fanning, Wendy Hewstone, Anna Thurston, RJ, KP, Sadia French, CM, Matthew Davies, Lisa Phillips**

**Apologies: NM**

CM welcomed the meeting and set out the aims of this year’s AGM being to go to the members with a number of decisions to be made about the organisation. He explained the new more formalised recruitment process and the separation of the Board from the Advisory Committee going forward. Board Members will have governance responsibilities and will be Directors of the organisation registered with Companies House. Members of the Advisory Committee will have no such governance or decision-making responsibilities. They will continue to work with the organisation on government consultations and reviews and on the work that LAPG does.

Papers tabled to the meeting (and circulated with notice of the AGM to members):

* Minutes of previous AGM
* Governance Manual
* Governance Paper
* Directors report, including financial statements and annual accounts

1. **Minutes of and matters arising from the Annual General Meeting 5.10.18**

**Approved and signed by JBe**

1. **Co-Chairs report**

JBe explained the three focuses of the organisation: Campaigning, Operational Support and Community. She gave thanks to the staff team. She ran through the work streams that the organisation has been involved with over the past year. WH asked how membership was looking. CM explained that it is looking stable having been in decline for a number of years and that it would be a large part of the focus of KP’s role. CM explained that the more practical things that we could do for members the more attractive a proposition we become to new members, and that we need to continue to think about how we expand the membership.

1. **Treasurer’s report and Presentation**

JBi took the meeting through the report. In summary, the income for the year (p.3) is up slightly from last year but that increase has occurred through grant income and events. Three main sources of income for the organisation: grant income, subscriptions and events. Costs divided into three categories, running costs, salaries and training/event activity. The reserves are now around £104k, easily enough for the organisation to run for 6 months or so. LAPG is a going concern. Issue is how to maintain the grant income and whether it changes the nature of the organisation. The members were satisfied with the Director’s report.

1. **Director’s Report**

CM took the meeting through the various governance issues to be decided at this meeting.

* 1. **Approve a Special Resolution to adopt new AoA-** CM explained that these had not been substantially amended since 1983 and did not reflect the way that the organisation was operating. CM asked that those present read page 6 of the Briefing for Members and asked if those present had any questions.

CM explained that the new Articles had more of a charitable focus than previously. WH asked if quorum was defined anywhere. CM explained that it would be 4. JBe explained that these governance decisions were issues that we have been considering for the last ten years. MH also explained that this new structure actually reflects more accurately the way that LAPG is governed. There was previously a business sub-committee who made those executive decisions whereas the rest of the committee was largely advisory. This makes that division formal.

**The Articles were formally approved.**

* 1. **Approve Board decision to explore charitable status**

CM explained that this had been approved at Committee level but it was such an important decision that we wanted to discuss it with the members as well.

**The membership voted to explore charitable status.**

* 1. **Note the separation of the Board from the Advisory Committee**

CM explained that this had been approved at board level but was a key decision that it should be brought to the membership. CM explained that this would be posted on the website.

**The meeting noted the proposed separation of powers.**

* 1. **Note the adoption of LAPGs Governance Manual – this has been updated as a matter of good practice.**

1. **Election of Board of Directors**

**Board – Jenny Beck, Julie Bishop, Lisa Phillips, Nicola Mackintosh, Beverley Watkins, Laura Janes**

CM explained that if those 6 people are elected tonight, they would conduct a skills analysis and identify areas that might be useful skills for board members. Once that analysis has been done, LAPG will then start a formal recruitment process.

**Action: Those five individuals were unanimously elected**

Thanks were given to LV and PW who have been officers of the organisation for their enormous contributions over their time with LAPG. They will continue to do so in their new capacity on the Advisory Committee. All the other members of the Committee have agreed to stand again as Advisory Committee members.

The following have asked to join the Advisory Committee: Polly Brendon, Diane Astin, Paul Seddon, Rachel Henson and Alison Lamb.

1. **AOB – no further business**