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**Annual General Meeting, Wednesday 23rd October 2013
12.00 midday Trinity Hall, Trinity Church, Sutton**

AGENDA

1	Welcome and Apologies
2	Minutes of the last AGM January 23rd 2013 Matters Arising
3	Annual Report of the Directors 2012-13
4	The Financial Report Appointment of the Inspector of Accounts 2012-13
5	Meet Sarah Bidgoli, Colin Dawson interviews one of our Volunteer Advice Workers
6	Election of Directors 2013-14 The following directors are standing down in accordance with the Articles Anne Towner, Olwen Stewart They are both offering to stand for re-election Resolution 1 <i>That Anne Towner and Olwen Stewart be re-elected as Directors of RMNS</i> Stanley Jeyaraj, a member of the Management Committee for one year, has been nominated as an additional Director of RMNS Resolution 2 <i>That Stanley Jeyaraj be elected as an additional Director of RMNS</i>
7	Amendment to the Articles Resolution 3 <i>That the following addition be made to Article 28 (3) on the Powers of Directors The quorum for a Directors' meeting shall be two directors or one-third of the total number of directors, whichever is the greater, and shall include at least one of the appointed officers</i> <i>Resolution 3 was passed with 25 in favour and one abstention.</i>
8	Appointment of the Management Committee 2013-14
9	Votes of thanks
10	AOB
	Light refreshments will be served at the end of the meeting

TUESDAY



A06 *A2Z1JXDM* 07/01/2014 #288
COMPANIES HOUSE



Minutes of the Annual General Meeting, Wednesday 23rd October 2013
12.00 midday Trinity Hall, Trinity Church, Sutton

1	Welcome and Apologies Anne Towner (chair) welcomed 51 members, supporters and clients to the meeting. Apologies were received from: Saboohi Famili, Paul Burstow MP, Richard Farrell, Sylvia Robinson, Carolyn Gooch, Fiona Jones, Jean Orton, Ruth Mercier, Stanley Jeyaraj, Mary Harding, Jun Ge, Steve Trnor, Tracey Dawson, Victoria Lawson
2	Minutes of the last AGM January 23rd 2013 Acceptance of the minutes was proposed by Jackie McLoughlin and seconded by Ann Morrison and carried unanimously (19 in favour, 0 against, 0 abstentions). In response to a query from Margaret Onians, Anne Towner explained that it was less than 12 months since the last AGM in order to make it closer to the events reported on and to avoid bad weather which has meant postponement in the past. Matters Arising <ul style="list-style-type: none"> - our promotional video <i>Stranger in a Strange Land</i> can now be viewed on our website - Olwen Stewart explained that all members were required to fill in new membership forms now that we are a company limited by guarantee, with liability set at £1. Most individual and corporate members have renewed their membership, we have many new members and Sutton Borough Citizens' Advice Bureaux and SCVS have become corporate members. - external assessment by Pqasso (a quality control audit) will take place before the end of the year
3	Annual Report of the Directors 2012-13 Anne Towner explained that the Annual Report (copies were available) contained the Directors' Report covering the year April 2012-March 2013 and a Chair's Report which was able to focus on more recent developments. Anne highlighted: <ul style="list-style-type: none"> - our move to a new office in Granfers Community Centre in May - our two volunteer advice workers, Sarah Bidgoli and Vera Kim had completed their training and were now qualified to give advice on immigration at OISC Level 1 - our future focus would be securing funding for our day to day work, promoting new activities, developing our membership base and providing regular newsletters. We would continue to stress networking and response to change
4	The Financial Report In the absence of the Treasurer, Anne Towner drew attention to the accounts in the Annual Report highlighting the following: <ul style="list-style-type: none"> - the difficulty of securing funding in the current financial climate though RMNS has sufficient reserves for the immediate future. Some funders may re-consider our application when our funds are lower - partnership with other organisations (such as Advicelink with SCABx) might mean that funders look more favourably on us Acceptance of the Annual Report and the Accounts was proposed by Liz Stanley, seconded by John Wroe and carried (24 in favour, 0 against, 0 abstentions). Appointment of the Inspector of Accounts 2013-14

	Helen Varley, LBS Community Accountant was thanked for her work and appointed as inspector of Accounts for 2013-2014
5	<p>Meet Sarah Bidgoli, Colin Dawson interviewed one of our Volunteer Advice Workers</p> <p>Sarah Bidgoli, one of our newly qualified volunteer advice workers was invited to speak about her "journey" with RMNS. She spoke about her language difficulties on arriving in London from Iraq with no English when she was 12 years old and her mother came here to work for the BBC. She decided to read law at university and it was in her first year that she began to volunteer at the Drop-in supporting learners in the Beginners' Class and acting as a Farsi interpreter. Sarah became more and more interested in advice work and began the training with Anna Dixie and then with Lucy Minyo. As an undergraduate she gained experience with solicitors specialising in immigration and following her graduation this summer she has now secured funding for a Master's degree in Immigration Studies.</p> <p>Lorri Dawson thanked Sarah for her contribution to the AGM and to the work of RMNS and presented her with flowers.</p>
6	<p>Election of Directors 2013-14</p> <p>The following directors stood down in accordance with the Articles Anne Towner, Olwen Stewart (Lorri Dawson, Vice-Chair took over the Chair from Anne Towner) They both offered to stand for re-election,</p> <p>Resolution 1 <i>That Anne Towner and Olwen Stewart be re-elected as Directors of RMNS</i> was proposed by Jackie McLoughlin, seconded by Rosemary Bloxham and carried unanimously (26 in favour, 0 against 0 abstentions)</p> <p>Anne Towner resumed the Chair Stanley Jeyaraj, a member of the Management Committee for one year, had been nominated as an additional Director of RMNS</p> <p>Resolution 2 <i>That Stanley Jeyaraj be elected as an additional Director of RMNS</i> was proposed by Olwen Stewart, seconded by Anne Towner and carried unanimously (26 in favour, 0 against, 0 abstentions)</p>
7	<p>Amendment to the Articles</p> <p>Resolution 3 <i>That the following addition be made to Article 28 (3) on the Powers of Directors</i> <i>The quorum for a Directors' meeting shall be two directors or one-third of the total number of directors, whichever is the greater, and shall include at least one of the appointed officers,</i> was proposed by Jean Bilton, seconded by Anne Dodwell and carried (25 in favour, 0 against, 1 abstention). Jackie McLoughlin felt that the quorum should be 3 Directors.</p>
8	<p>Appointment of the Management Committee 2013-14</p> <p>The following were willing to continue as members of the Management Committee and duly appointed:</p> <p>Directors/Trustees: Anne Towner (Chair) Lorri Dawson (Vice Chair) Olwen Stewart (Secretary) Jean Bilton (Almoner and Health and Safety Co-ordinator) Liz Stanley (Education Co-ordinator) Deborah Wroe (Creche Co-ordinator and Safeguarding Officer)</p> <p>Advisory members: Jun Ge (Treasurer), Karen Cross (Drop-in Co-ordinator), Amira</p>

	<p>Greywoode (Volunteers Co-ordinator), Stanley Jayaraj (Business Advisor and elected as a Director at the meeting), Jacqui Morrissey (Funding Advisor, Staff: Lucy Minyo (Advice Worker)</p>
9	<p>Votes of thanks Olwen Stewart thanked all those who contributed to the success of RMNS</p> <ul style="list-style-type: none"> - our team of volunteer teachers (recent additions to the team were introduced) - all other volunteers working at the Drop-in and in administration and technology - all who donate money and food etc – churches, schools and many individuals - the organisations who contribute their expertise such as SCOLA, Family Information, Careers Service, Children's Centres, SCABx - Trinity Church for the use of the premises (the new Minister Revd Dr David Dickinson was introduced and said he was proud to host RMNS) our team of Advice Workers - Anne Towner who worked tirelessly to manage change and move us forward <p>Jackie McLoughlin thanked the Management Team from the floor</p>
10	<p>AOB</p> <ul style="list-style-type: none"> - attention was drawn to the Art Project – work was displayed at the back of the hall - notice was given of a Fundraising Lunch at the Saregama Indian Restaurant Carshalton Beeches at 1pm on Sunday November 17th Cost £20 with 50% donated to RMNS - Lorri Dawson had children's books to give away in a range of languages including Farsi and Arabic
	<p>Light refreshments were served at the end of the meeting provided by Jean Bilton, Karen Cross and their team</p>