

**Friends Southern Summer Events  
Minutes of the Second AGM  
held at Friends House, Euston on Saturday, 15th November 2008**

**Members present:** Imran Tyabji (Clerk), James Barnard, Jo Rado, Barbara Light, Anna Trethewey, Milly Gibbs, Kathy Gibbs, Beth Rigby, Margaret Lee, Alison Tyabji, Sally Markwell, Hannah Roscoe (Book-keeper), Sam Walton, David Holtam, Alan Pearmain (Treasurer), Michael Wood, Wendy Sender, Tom Duggan, Bethany Aquarone, Celia Waterhouse, Mat Paskins, Pierre Jeanmaire

**In attendance (non-members):** Amelia Bewsher, Harry Stanley

**Apologies:** Philippa Stanger, Jennie Neil, Jennie Craddock, Oliver Waterhouse, Keith Walton, Simon Best

Minute						
<b>AGM 2008/1</b>	<b>Opening Minute</b>					
	We have opened our meeting with a period of silent worship.					
<b>AGM 2008/2</b>	<b>Minutes of ARC 2007 and AGM 2007</b>					
	We have received the minutes of the 2007 Annual Representative Council and the Annual General Meeting that immediately followed it. Matters arising:					
	<b>Register of Members</b>					
	Further to AGM 2007/11 concerning the Register of Members, as a result of Simon Best retiring as Assistant Clerk, and the difficulty of replacing him, with the role as presently constituted, only a rudimentary Register of Members has been constructed. It is proposed that the Event Support Team will take on this responsibility.					
<b>AGM 2008/3</b>	<b>Membership</b>					
	Further to AGM 2007/1, we confirm that the following are members of FSSE, by dint of their roles within FSSE. We consent without any objections to short notice having been given to some members of their status as members.					
	Member	Role	Member	Role	Member	Role
	Hannah Roscoe	<i>Book-keeper</i>	Jo Rado	<i>Trustee</i>	Jennifer Care	<i>SS Staff</i>
	Anna Trethewey	<i>SS Planner</i>	Alison Tyabji	<i>Child Prot Pers</i>	Emma Jacques	<i>SS Staff</i>
	Beth Aquarone	<i>SS Staff</i>	James Barnard	<i>SC Staff</i>	Lailah Peel	<i>SS Staff</i>
	Milly Gibbs	<i>SS Planner</i>	Huw Still	<i>SC Staff</i>	Judith P-B	<i>SS Staff</i>
	Mat Paskins	<i>SC Coordinator</i>	Pete Jesson	<i>SC Staff</i>	Mary Simpson	<i>SS Staff</i>
	Sally Markwell	<i>SC Coordinator</i>	Ros McCarthy	<i>SC Staff</i>	FloraMay Wtrhs	<i>SS Staff</i>
	Margaret Lee	<i>Book Sec</i>	Maggie Foyer	<i>SC Staff</i>	Tom Anthony	<i>SS Staff</i>
	<i>Simon Best</i>	<i>Asst Clerk (retrng)</i>	Liz Bridge	<i>SC Staff</i>	Sam Clarke	<i>SS Staff</i>
	Beth Rigby	<i>Trustee</i>	Tamsin Baker	<i>SC Staff</i>	Tom Duggan	<i>SS Staff</i>
	Ben Hargrave	<i>SS Staff</i>	Rob Johnson	<i>SS Staff</i>	Liam M-G	<i>SS Staff</i>
	Dan Pearmain	<i>SS Staff</i>	Sam Walton	<i>SS Staff</i>	George Williams	<i>SS Staff</i>
	Michael Wood	<i>Web Provider</i>				

<b>AGM 2008/4</b>	<p><b>Epistle and Report from Senior Conference</b></p> <p>We have received the epistle and Coordinators' Report of Senior Conference. We have heard from Mat Paskins of his attendance at the CYPs Quaker Youth Work Conference in York. He was enthused by the suggestions about how to deal with issues around sexuality and relationships, but expressed concern about the fact that JYM is scheduled to take place in summer holidays this year, and the effect that this could have on our events. The CYPs staff team have promised to keep the organisations who run events like ours informed of these changes, and their knock-on effects, in future. Sally Markwell echoed Mat's sentiments, and was pleased with the quality of the young people, and the adult volunteers.</p>
<b>AGM 2008/5</b>	<p><b>Epistle and Report from Summer School</b></p> <p>We have received the epistle and Coordinators' Report of Summer School. We have heard from Amelia Bewsher, who said that Summer School is "amazing". She enjoyed the theme and the atmosphere. Harry Stanley, whose first time it was at such an event, said it had had an amazing influence on him, and looks forward to coming back. David Holtam reported on how fantastic the young people were, and how well the nine new members of staff fitted in at the event. He was concerned at the fact that the event has no male members of staff with parental experience, and the event team will be working on this. Kathy Gibbs echoed this, and expressed how affirming it is to see so many young people grow up and come back as adult volunteers, and how important this is to the event. David and Kathy are also concerned that some parents were ignorant of the existence of the Child Protection Policy, and this is something else which we will work on in consultation with the Event Support Team. With regards to the Business Meeting, the Summer School team wondered whether the 14-year olds, who are not so concerned about the following year's event, could leave the Business Meeting after the review of the event, into a discussion group about what Senior Conference could hold, and the Senior Conference team wondered whether something similar could work for the 18-year-olds at Senior Conference.</p>
<b>AGM 2008/6</b>	<p><b>Senior Conference Arrangements Committee</b></p> <p>We note that the following Friends have been appointed to serve as the Senior Conference Arrangements Committee for 2009:</p> <p style="padding-left: 40px;">Clerks – Ellen Rignell and Will Thurston Elders – Sam Robinson and Rosie Rowland Overseers – Miranda Chadkirk and Ned Goodwin Base Group Facilitator Coordinators – Ruth Duggan and Hannah McPherson Entertainments Coordinators – Eddy Harper and Rory Wilson</p> <p>We recognise and appreciate the wonderful contribution that the Arrangements Committee makes to FSSE through the organisation and running of Senior Conference and wish them well in their work for the coming year. We send this minute to the Arrangements Committee and ask our Assistant Clerk to write to the Clerks of Senior Conference to send our good wishes.</p>
<b>AGM 2008/7</b>	<p><b>Treasurer's Report and Accounts</b></p> <p>Unfortunately, owing to external circumstances, the accounts have not been finalised. An amended report for 2007 can be found attached. The accounts for 2008 will be taken to the Trustees, and circulated when they are ready. We have heard the recommendation from Management Committee that we look again at our Bursary Policy and Processes - this was prompted by the events taking place so close to JYM in 2009, as well as the general financial</p>

	<p>climate, and the need for clarity on who should be making the decisions.</p> <p>It is suggested that the fees for 2009, for both events, should be either £305 or £310. It is proposed that we defer the decision between them until we have heard back from the schools about their charges for 2009. A recommendation will be made from the event coordinators, in discussion with Alan Pearmain and Hannah Roscoe, to Trustees once this information is known, for the Trustees to make the decision.</p> <p>We as AGM accept a recommendation from Management Committee that a Working Group of Hannah, Alan, David and Imran consider a new structure for carrying out the finances of FSSE which will both satisfy the requirements of the Charity Commission and be “doable” by our volunteers. It is noted that the help of a professional accountant might be needed, which could cost maybe £500 a year, say. The likelihood is that this help will come from someone who is already known to members of the AGM, but if such a person is not forthcoming then the Area Representatives’ network, backed up by a letter requesting such services, could be used. We agree the expenditure of up to £500 a year, or more if ratified by Trustees.</p> <p>We thank our Treasurer Alan Pearmain and our Book-keeper Hannah Roscoe for the essential work they have done on our behalf.</p>
<p><b>AGM 2008/8</b></p>	<p><b>Report from Trustees on organisation, governance and charitable status</b></p> <p>Further to ARC 2007/8, the Trustees have met and appointed Keith Walton as Chair of Trustees. Beth Rigby and Jo Rado have consented to be trustees. Rosamund McCarthy and Richard Clunes did not consent to be trustees. Alan Pearmain is retiring as Treasurer but has agreed to continue as a Trustee and member of Executive Committee. Simon Best has ceased to be Assistant Clerk and is therefore no longer a trustee.</p> <p><b>Organisation:</b> as requested by AGM 2007/8, an organisation in terms of Committees and their relationship, has been proposed, agreed by Executive Committee and Management Committee, and adopted by Trustees. A paper describing the organisation is available on the FSSE website. We resolve to adopt this organisation.</p> <p><b>Charitable Registration:</b> the Governance Group has recommended that FSSE incorporate in order to limit the liability of its members, and has asked that it, the Governance Group, be laid down and its function taken on by trustees. Trustees have accepted both recommendations. Trustees have written to the Charity Commission and have received a reply that confirms their view that FSSE is a charity hitherto excepted from registration, which is not required to register currently because of its small size, and will be requested to register in the fullness of time. In the meantime Trustees recommend investigating the best route to incorporation: a limited company or a CIO (Charitable Incorporated Organisation). We accept the recommendations of Trustees.</p>
<p><b>AGM 2008/9</b></p>	<p><b>Matters referred by Management Committee</b></p> <p><b>a) Arrangements for Events in 2009</b></p> <p>Management Committee recommends that the events be held from 22<sup>nd</sup> - 29<sup>th</sup> August 2009, with Summer School to be held at Saffron Walden and Senior Conference to be held at Sibford. The theme at Summer School will be <i>Justice and Equality</i>; the theme for Senior Conference is still under discussion.</p> <p><b>b) CRB Processes</b></p> <p>Management Committee have recommended that we register with the Churches Child Protection Advisory Service (CCPAS). We accept this recommendation.</p>

**AGM  
2008/10**

**Appointments**

We appoint the following persons to hold the posts indicated for the periods indicated:

<b>Role</b>	<b>Released</b>	<b>Appointed</b>	<b>From</b>	<b>To</b>
Assistant Clerk	Simon Best till 2008	<i>To be appointed</i>		
Treasurer	Alan Pearmain till 2009	<i>To be appointed</i>		
Exec Cttee	Philippa Stanger till 2008			
	Keith Walton till 2008			
Sum School Coord 1	Kathy Gibbs till 2008	Anna Trethewey	AGM 2008	AGM 2010
Sum School Planner 1	Milly Gibbs till 2008	Milly Gibbs	AGM 2008	AGM 2009
Sum School Planner 2	Anna Trethewey	Bethany Aquarone	AGM 2008	AGM 2010
Senior Conf Coord 1	Mat Paskins till 2008	Mat Paskins	AGM 2008	AGM 2010
Senior Conf Coord 2	Sally Markwell till 2008	Sally Markwell	AGM 2008	AGM 2009
Booking Secretary	Mat Paskins till 2010	Susie Paskins	AGM 2008	AGM 2010
Mngmnt Cttee AM Rep				
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Event Support Team Coord		Imran Tyabji	AGM 2008	AGM 2011
Event Support Team Coord		Phillipa Stanger	AGM 2008	AGM 2009

We ask the Coordinators of the Event Support Team to coopt such members of the team as they see fit, and to take to the next Trustee meeting their nominations for the Trustees to appoint them formally as the Event Support Team.

<b>AGM 2008/11</b>	<p><b>Honoraria</b></p> <p>Payment of the following honoraria for 2009 were approved at the AGM in 2007:</p> <p>FSSE Assistant Clerk £150</p> <p>FSSE Treasurer £100</p> <p>FSSE Bookkeeper £100</p> <p>Senior Conference Joint Event Coordinators (two) £150 each</p> <p>Summer School Joint Event Coordinators (two) £100 each</p> <p>Summer School Joint Planning Coordinators (two) £100 each</p> <p>Mat Paskins reminded the meeting that, whilst still in the role of Bookings Secretary for Senior Conference 2008, he was appointed to the role of Coordinator. The Meeting agreed that someone who undertakes two roles should be paid honoraria for both. The meeting notes that, through oversight, the honorarium of £150 for Bookings Secretaries were omitted from last year's minutes and agrees that both should be paid from 2007-2011.</p>
<b>AGM 2008/12</b>	<p><b>Date and Venue for Annual General Meeting 2009</b></p> <p>We hope to meet on Saturday 14 November 2009, with the venue to be confirmed.</p>
<b>AGM 2008/13</b>	<p><b>Any Other Business</b></p> <p><b>Better Publicity:</b> Barbara Light raised the concern that the way the Senior Conference initial mailing is worded could be seen as prohibitive and off-putting, with a high proportion of the text consisting of a list of boundaries. People who had not been to the event before, and for whom this is their first experience of the event, would probably be less likely to want to attend if this is their first impression. Mat Paskins noted that it is worded in this way in order to give participants a true sense of the boundaries. We ask the Events Support team - with input from at least two of the Senior Conference participants - to look at the wording of the leaflet, and make any amendments necessary to make it seem more inviting, by ensuring its positive points are highlighted too. This should be the case for both events.</p> <p><b>Future AGMs:</b> It was suggested that future AGMs could begin with a summary of the discussions held in the Management Group meeting, either on flipchart paper or on a laptop.</p>
<b>AGM 2008/14</b>	<p><b>Closing Worship</b></p> <p>We have closed our meeting with a period of silent worship.</p>

Imran Tyabji  
Clerk of FSSE