

## COMMUNITY MUSIC IN ACTION AGM Minutes – 12 December 2012

**Present:** Diane Aslett (Secretary), Sarah Bolter, Fiona Bolton (Chairperson), Ros Bolton, Zoe Bolton, Steve Edwards, Claire Dines, John Edwards, Joanna Gambell, Phillippa Gillespie, Edward Gray (Treasurer), Jane Houlding, Caroline Keith-Jopp, Becky Lees, Viv Letsu, Beth Mbaka, Ann Morgan, Jo Morgan, Josie Ralph, Sarah Richardson, Yolanda Rizzi, Gill Standeven, Celia Stapleton, Diane Thurlow, Jane Verrell

Agenda	Notes
1. Welcome and apologies for absence	<ul style="list-style-type: none"> <li>• Fiona welcomed all present and a register listing all existing members of CMIA was circulated.</li> <li>• Fiona invited all others present to become members of CMIA and a membership application form was circulated.</li> <li>• Apologies were accepted from Sarah Achard, Liz Ellis, Gareth Denton, Rebecca Ford and Donna Underwood.</li> </ul>
2. Trustees' annual report	<ul style="list-style-type: none"> <li>• Fiona explained that the inaugural meeting of the charity was held in May 2011 and that the AGM should have been held within 18 months of this (i.e. by 18 November). She apologised for the slight lateness and attributed this to the unforeseen complexities of setting up and running the charity.</li> <li>• Fiona outlined the activities that trustees had undertaken on the members' behalf during the 19 months since the charity was formed:             <ul style="list-style-type: none"> <li>○ Charity formation and administration: established trustee roles; finalised the constitution; registered the charity with HMRC; opened a bank account and agreed a purchasing policy; designed a website and commissioned a logo.</li> <li>○ Projects: developed four projects in line with the charity's aim (the aim is to run music projects for vulnerable and disadvantaged groups of people within the local community) namely gospel singing at Marjorie McClure School; rapping and lyric-writing at Riverside Specialist School; singing and percussion at White Gables Alzheimer's Centre; gospel singing at Drumbeat ASD School.</li> <li>○ Fundraising: secured additional funding from third parties; increased potential of income by collecting data required for claiming Gift Aid on donations.</li> <li>○ Publicity: increased awareness of the charity through social media (Facebook, Twitter) and the local press, and by distributing leaflets at concerts and events.</li> <li>○ The trustees also held a strategy day to evaluate the progress of the charity and make plans for the future.</li> </ul> </li> <li>• Next year the charity will continue to develop projects with an additional key aim to increase the involvement of other local music groups by way of fundraising and membership.</li> </ul>

	<ul style="list-style-type: none"> <li>• Fiona asked all members to consider and increase their involvement in the work of the charity by: <ul style="list-style-type: none"> <li>○ suggesting groups that could benefit from a project and potential workshop leaders</li> <li>○ continuing to support fundraising activities</li> <li>○ involving themselves in the charity’s governance</li> <li>○ offering support ‘in kind’ by using their specialist skills and expertise to further the aims of the charity</li> <li>○ providing links to businesses who may make a donation or offer support ‘in kind’</li> <li>○ volunteering on projects.</li> </ul> </li> <li>• The full Trustees’ annual report is attached.</li> </ul>
3. Annual statement of accounts	<ul style="list-style-type: none"> <li>• Ed explained that the charity was formed using a donation from FUNdamentally GOSPEL and that subsequent reserves have been accumulated from the proceeds of FUNdamentally GOSPEL concerts, carol singing, specific fundraising drives (e.g. Gill’s sponsored cycle ride), grants for which we have applied and other donations.</li> <li>• One project was run in the first year of operation (May 2011–April 2012). This year three more projects will be run.</li> <li>• This year, the charity has to date raised almost the same amount as it did over the entirety of last year as a result of more corporate donations.</li> <li>• The full Annual statement of accounts is attached.</li> </ul>
4. Ratification of amendments to the constitution	<ul style="list-style-type: none"> <li>• Diane explained that some slight amendments were made by trustees to the constitution, specifically including removing all references to the Charity Commission as the Charitable Incorporated Organisation structure which CMIA originally intended to adopt has not yet been published by the Charity Commission.</li> <li>• Ratification of the amended constitution was proposed by Josie Ralph and seconded by Celia Stapleton.</li> </ul>
5. Election of trustees	<ul style="list-style-type: none"> <li>• All trustees resigned from office.</li> <li>• Gareth Denton, Rebecca Ford and Graham McLeod, none of whom were standing for re-election, were thanked for their contribution to the running of CMIA.</li> <li>• Phillippa Gillespie, Jo Morgan, Sarah Richardson and Diane Thurlow stood for election alongside those trustees standing for re-election, namely Diane Aslett (Secretary), Sarah Bolter, Fiona Bolton (Chair), Ed Gray (Treasurer), Becky Lees, Josie Ralph and Gill Standeven.</li> </ul>

	<ul style="list-style-type: none"><li>• Members present voted unanimously for the trustees to be elected en bloc.</li></ul>
6. AOB	<ul style="list-style-type: none"><li>• Fiona thanked all members for their attendance and support during the year.</li><li>• Members thanked all the trustees for their hard work.</li></ul>
7. Close	<ul style="list-style-type: none"><li>• The meeting was closed at 9.45pm.</li></ul>