

## **MINUTES OF THE ANNUAL GENERAL MEETING**

**HELD ON TUESDAY 14 MARCH 2017  
AT THE HILTON HOTEL, LIVERPOOL**

### **1. Welcome and opening remarks from the Chair**

The meeting began at 9.15am. Polly Harrow welcomed members to the meeting.

### **2. Apologies for absence**

No apologies were received.

### **3. Minutes of last AGM**

The minutes of the last AGM were accepted as an accurate record.

Proposed by: Julia Breakwell, Heart of Worcester College  
Seconded by: Kevin Grindley, South Thames College  
All in favour.

### **4. Matters Arising**

There were no matters arising.

### **5. Annual Report: Officers' Reports**

#### **5.1 Chair's Report**

Polly confirmed that her full report was available on the website. Key points for information as follows:

Mini-conferences and webinars to run during the summer term.

Date and venue for Conference next year – 19<sup>th</sup> and 20<sup>th</sup> March 2018 in Birmingham.

#### **5.2 Treasurer's Report and Financial Statement**

5.2.1 Wayne Dewick presented the accounts for 2015-16 as detailed in the Annual Report. Wayne informed members that there had been a planned deficit of c. £17.5K which was due to further improvements to the website, the launch of the NAMSS Awards and the E& D workshops facilitated by Dr Christine Rose. End of year cash reserves were £145,209.

#### **5.2.2 Approval of Budget 2017-18**

Wayne presented the draft budget for 2017-18 and highlighted the inclusion of a budget line for mini-conferences and webinars as well as income generated from high interest Bond Accounts.

Acceptance of the budget was:

Proposed by Wayne Dewick, North Lindsey College

Seconded by: Kevin Grindley, South Thames College

All in favour.

### 5.2.3 Appointment of Auditor

Wayne informed members that Streets Accountants had been engaged by NAMSS; Streets are extremely competitive in terms of services and charges and also offer particular expertise in the charity sector. Wayne proposed the re-engagement of Streets for the forthcoming year.

Proposed by: Wayne Dewick, North Lindsey College  
Seconded by: Julia Breakwell, Heart of Worcestershire College  
All in favour.

## 6. Proposed Constitution amendment

Polly proposed the adoption of an amendment to the number of Executive members as published on the website. This proposal reduces the Executive to not less than 7 and no more than 10 members.

Proposed by: Polly Harrow, Kirklees College  
Seconded by: Jane Linsell, South & City College Birmingham  
All in favour.

## 7. Election of Executive

Polly informed members that no election was required as nominations had not exceeded the number of vacancies. The Executive is therefore as follows:

Polly Harrow, Kirklees College  
Wayne Dewick, North Lindsey College  
Julia Breakwell, Heart of Worcestershire College  
Lisa Humphries, Chicester College  
Mark Lewis, Stratford-Upon-Avon College  
Jane Linsell, South & City College Birmingham  
Alexis Smith, Basingstoke College of Technology

Polly advised that this leaves three vacancies on the Executive and informed members to use the Co-option form on the website if interested in applying.

## 8. Any other business

There was no other business.

The meeting closed at 9.35am.

Jackie Cannell  
14 March 2017