

## Minutes from UK AGM Meeting

Date: 25th January 2019

Present: Bryan Avery (BA)  
Dale Roberts (DR)- Chair

Dena Marshall (DM)  
Jody Fry (JF)

Absent/Apologies: Jason Tait (JT)  
Lorraine MacKie (LM)

Minuted by : JF

Section	Points raised	Discussion	Action / Date
Welcome		The Meeting was opened at 7:03 PM (UK)	
Reports from Founders	BA	Bryan's report is attached - see link at the end  Summary: <ul style="list-style-type: none"> <li>There is a huge wave of support out there for SwimTayka and what we are doing.</li> <li>Thanks are given to JF for being Treasure for the past year.</li> <li>Up and coming events for 2019</li> <li>WCDP in Durban - October</li> </ul>	
	DM	Dena's report is attached - see link at the end  Summary: <ul style="list-style-type: none"> <li>draft edition of SwimTayka Methods completed and working on the first Edition with LM</li> <li>Peru is now a fully local project</li> <li>Fundraising strategy for 2019 is fewer projects done better approach</li> </ul>	
		DR proposed both reports are accepted JF seconded Accepted by all	
Documents to Adopt	Safe Guarding Children Policy	amendments have been incorporated into the documents as requested by the deadline of 15th December. see link at the end DR proposed changes to this Policy are accepted DM seconded Accepted by all	

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	Financial Controls Policy	<p>The need for this new Policy was readily agreed by all. see link at the end</p> <p>DM commented that it wasn't always possible to collect receipts when working out in some projects which were also accepted by all.</p> <p>Our controlled document No 6 - expenses policy was brought into the discussion as it details how receipting and accounting for expenditure should be managed by the volunteers on projects.</p> <p>DR proposed this Policy was accepted</p> <p>BA seconded</p> <p>Accepted by all</p> <p>JF proposed that all our documents secondary to the documents required for the Charities Commission, be brought together in one Operations Manual.</p> <p>This was widely accepted by all</p>	JF to compile and keep the Board updated on progress
	Project Management Framework	<p>This document has not been completed</p> <p>DR proposed this document was deferred</p> <p>JF seconded</p> <p>Accepted by all</p>	
	Travel Policy	<p>This Policy has not been completed</p> <p>DR proposed this document was deferred</p> <p>JF seconded</p> <p>Accepted by all</p>	
<b>Finance report</b>	The report	<p>As all trustees have had the opportunity to read the report prior to the meeting, JF invited questions about it. see link at the end</p>	
	Question from DM	<p>There was some discussion about why in general some donations to the US are hitting the UK PayPal account. BA explained that the US should provide him with details so it can be split.</p> <p>currently \$300 is due to US from the UK</p> <p>JF Proposed the payment should be made</p> <p>BA seconded</p> <p>Accepted by all</p>	<p>BA &amp; DM agreed to pick this up and resolve outside of the meeting</p> <p>JF &amp; BA to transfer the money to ST US</p>

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	Expenses Payment to Dena	JF raised that this payment for the Peru project 2018 was still outstanding as no receipts had been provided. As the current policy is not to pay anything without receipts, she asked permission from the Trustees to make this payment explaining that the payment was within spending budget for the Peru project 2018. Amount requested is £992 DR Proposed the payment should be made BA seconded Accepted by all	JF & BA to make the payment to DM  DM to provide details of the account it should be paid into
		DR Proposed the accounts are adopted DM seconded Accepted by all	
<b>Projects 2019</b>	Peru	Huanchaco Project in progress - being run with Peruvian volunteers this year	
	Brasil	currently, still, be planned but all funds have been budgets for	
<b>Positions for election 2019</b>	Chair	BA nominated himself DR seconded The vote was carried	
	Vice-Chair	DR nominated himself DM seconded the vote was carried	
	Secretary	BA proposed JF DR seconded The vote was carried	
	Treasurer	JF proposed Rachael Hanrahan and gave an outline of why she was proposing her BA seconded the vote was carried for Rachael Hanrahan to become Treasurer and to provide periodic review of the accounts at board meetings. This is not a Trustee position	

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	Resignations	<p>JT has decided to stand down due to work and family commitments but proposes to continue to support ST as a consultant/resource.</p> <p>Thank you, Jason - your participation as an ST Trustee has been greatly valued and appreciated.</p>	
<b>AOB</b>	none was submitted for the agenda	<p>DR proposed that our meetings going forward are organised in the following way</p> <ul style="list-style-type: none"> <li>● 1st meeting of the year reviews Budgets for projects</li> <li>● 2nd meeting ½ year review</li> <li>● 3rd meeting budget planning for the following year</li> <li>● 4th Budget agreement for the following year</li> <li>● 5th is AGM</li> </ul> <p>A reminder to all that any items for inclusion should be notified to the Chair not less than one month prior to the AGM</p> <p>This plan was agreed in principle and would be discussed at our first meeting of 2019</p>	<p>15th February 7:30 pm UK time RH to be invited</p>
<b>Date and time of next AGM</b>	31st January 2019 7 pm UK time		
<b>Links</b>	<ul style="list-style-type: none"> <li>● <a href="#">Bryan's Founders' report</a></li> <li>● <a href="#">Dena's Founders' report</a></li> <li>● <a href="#">Safe Guarding Children Policy</a></li> <li>● <a href="#">Financial Controls Policy</a></li> <li>● <a href="#">Finance report</a></li> </ul>		

Meeting concluded 19:29 (UK)