

## **Minutes of the Committee**

### **Meeting of the Student Cross Association, held on Saturday 18 October 2008 at Sacred Heart, Leicester.**

*Present:* Clare Byrne (Assistant Treas.)  
Fliss Cairns (G.O.D. 09)  
Michele Crawford (Trustee, Sec.)  
Blaise Bradley (Oxford)  
Ali Hodrien (London)  
Colin Macdougall (Peg)  
Steve Carpenter (Trustee)

Dominic Shirt (Wells)  
Joe Slade (OEM)  
Steve Simmons (OEM)  
Ruth Stanley (OEM; Vice Chair)  
Dave Stanley (Midland)  
Damien Sweeney (Trustee)  
Paul Fay (Trustee)

*Apologies:* Julian Tisi (Chair), Paul Wilkinson (Treasurer), Juliet Brien (Ely); John Bryden (Trustee); Anthony Rourke (OEM); Gwilym Stone (Northern); Gez Carpenter (Kettering)

The meeting opened with prayer led by Ruth who, as Vice Chair, chaired the meeting.

*Minutes:* The Minutes of the last meeting had been circulated in advance; with the correction of the spelling of Blaise's name, it was proposed by Damien Sweeney, seconded by Clare Byrne and passed unanimously that they were a true record.

### ***Matters Arising***

- a) Bank details: Clare has contacted Murray and asked him to remove bank details from the website in order to avert fraud; she wants people to be able to contact her but does not wish to encourage spam.
- b) The list of regular standing order donors should be sent by the Treasurer annually in advance of the autumn meeting to Michele. She will then pass on the information to the agreed people: Trustees, Assistant Treasurer, Chair, Vice Chair. Clare will liaise with Paul W to ensure that this happens as a routine. The benefits of this practice will be that the number of new donors will be known annually and the Secretary will be in a position to send thanks cards at Easter on behalf of the Association.
- c) Identifying "Give As You Earn" donors: Clare will continue to pursue this.
- d) Swanwick account: Damien is going to obtain a statement and email round the information.
- e) Ruth will write to thank Nottingham CathSoc for the donation they made to the Association.
- f) Fraud: Paul W reported via Clare that it was not yet entirely dealt with by the Bank but he has been assured that the correct paperwork has been done and it will be completed by the coming week.

### ***Financial Report***

Clare reported on behalf of the Treasurer.

- a) There have been two new Standing Orders this year; one of £20 a month and one of an annual £25, both of which were gratefully noted. No Standing Orders have ceased.
- b) Paul W reported that because of the lower numbers of needy pilgrims last year, not all the allocated money was used. We disbursed approximately £4,000 in total. More supported places were given to Peg and Wells.
- c) Gift Aid: there was some uncertainty about the Government's changes. It should remain the same for the next three years but then our income may decrease. Clare will have available at the next meeting the figures without Gift Aid so that we can see what the effect on our future income might be.
- d) Leg reps are urged to make sure that the availability of supported places is well known when their Leg is recruiting.
- e) Peg Leg's financial circumstances have changed, owing to the closure of Kings' Lynn YHA and their costs at Hunstanton YHA will be substantially higher. After discussion encompassing the difficulties of budgeting for a family Leg where numbers and ages of children can vary so much, the following was proposed by Steve Carpenter, seconded by Ali Hodrien and passed:
  - That Peg and Wells Legs are given a fixed sum each year from the general disbursement to be used at the discretion of the Leaders within the aims of the Association. The amount of the fixed sum will be decided each year at the autumn meeting when the amounts for general disbursement and the "Pot" are agreed. The Leaders will complete the annual Leaders' report to the Treasurer with details of how the money was used.
- f) Written guidance about the process of the disbursement is taken to the Leaders' meeting annually by Damien. It was agreed that this might now be amended to indicate more clearly how Leaders might discern and enable "needy pilgrims". Damien will check the document, amend it, send it round for comment and then take it to the Leaders' weekend. Fliss will also ask Alice Deasy (R.O.D.) to make this information available.
- g) The Bank requires a new list of signatories for the account. Clare is optimistic that a change of personnel at the RBS might improve their service to us! The following were agreed as signatories:

Clare Byrne (Assistant Treasurer); Paul Wilkinson (Treasurer); Michele Crawford (Trustee, Secretary); Dominic Shirt (Wells Leg Rep) and Damien Sweeney (Trustee).

- h) There is also a Nationwide account. We agreed that it would be better to transfer these funds to the main account. Clare will liaise with Paul W asking for clarification and documentation for all accounts in Bank or Building Society held by the Association so that by the Easter 2009 meeting the position is clear.

i) **Disbursement 2009**

**Last year we agreed £4,000 for general disbursement and £1,000 for the Pot.**

**It was proposed by Damien Sweeney, seconded by Steve Carpenter and passed unanimously that this year's disbursement should be a total of £6,000:**

**General £4,400, "Pot" £1,000, Peg and Wells: £600 between them.**

**It was agreed as a guideline for the future that 10% of the total was a helpful figure for the family Legs.**

- j) It was agreed that two Trustees may use their discretion to allow the Treasurer to allocate more than the agreed disbursement total, should the need be established which is within the Aims of the Association. This decision will be communicated immediately to the other Trustees and reported to the next meeting.

***Officers and Elections***

- a) Julian has resigned today as OEM and Chair of the Association. According to the Constitution, there should be notice of four weeks.  
It was agreed after much discussion that the best time to elect a Chair was at the end of the autumn meeting so that the new Chair was in place for the AGM and fully conversant with all the material which had been discussed at the autumn meeting which is the main meeting of the year.
- b) As OEM, Julian's position would be annually for election at the AGM.
- c) It was proposed by Blaise Bradley, seconded by Dominic Shirt and passed nem.con. that at the end of this meeting we elect a Chair to take up position in four weeks' time; and a Vice-Chair to take up position immediately.

***Trustee Elections***

In response to the proposals submitted by Julian, there was lengthy discussion. All members of the Committee present had a copy of the Constitution which was consulted and checked during all discussion; it will be scanned and sent round attached to these Minutes.

It was agreed that the purpose of the discussion should be threefold:

- to ascertain the validity of the Trustee elections at Easter 2008
- to clarify our process for electing Trustees
- to try to identify any areas we may need to look at for improvement in the above procedures.

The Trustee Election 2008 was discussed and the following agreed:

- a) The procedure followed this year was the same as it has been since the start of the Association.
- b) Leg reps receive Agendas before Leg meetings in Walsingham on Holy Saturday with "Election of Trustees" as an item.
- c) The Constitution requires that Trustees are elected at the AGM.
- d) The Charity Commission website guidance makes it clear that what we do is acceptable.
- e) At the SCA AGM the names of the nominated Trustees and OEMs are read out and further nominations invited.
- f) At the Easter 2008 AGM all the four Trustees were nominated and seconded by people not on the Association committee.

Proposed by Colin Macdougall, seconded by Steve Carpenter and passed unanimously that:

"Having informally taken legal advice and consulted the Charity Commission guidelines on appointment of Trustees, the Committee discussed the details of the Trustee election at Easter 2008 and confirmed that it was in line with the Constitution of the Association."

Areas of improvement were then discussed

- a) It was agreed that on future AGM Agendas we will indicate the number of Trustees to be elected and identify any trustees standing for re-election.

- b) It was also agreed that as a footnote to the AGM Agenda each year, the names, positions of elected officers and date when the term of office ends should be added. The discussion raised the points that a Trustee who was elected and has not previously served on or attended the SCA committee would not be in accordance with best practice guidelines for the appointment of Trustees and that the annual election of OEMs and appointment of Leg reps enabled members of Student Cross to offer their services to the Association or learn about the Association in greater depth; in addition any pilgrim could be invited to meetings as an observer or co-opted on to the committee.
- c) In response to Clause 12.3) of the Constitution, G.O.D. will give formal notice of the A.G.M. on Holy Saturday to the Leaders at the Leaders' weekend.
- d) It was agreed that leg Reps have a responsibility to make members of their Legs aware of the processes of the Association. Michele will send to Blaise the fact sheet which she annually sends to Leg Reps; it will be scanned; sent round and then updated as the committee sees fit in time for Easter 2009 so that Leg Reps are fully informed.

### ***Jubilee 2008***

Formal thanks were given to Dom and Ruth for their organizing such a splendid weekend; there has been a great deal of positive feedback and their hard work is appreciated very much by all. In turn, Dom and Ruth acknowledged the contributions made by many others and thanked them for their efforts. Thanks were also expressed to "The Tablet" for their financial support of £500.

A profit of approximately £800 was made and the Cafod raffle raised £450.

It was agreed that £500 should be transferred to the Swanwick account and the remainder be split between the licence for the CD and the SCA funds.

Donations were given by ex-walkers; Dom has sent badges and thanks to all who donated but couldn't attend.

There are approx 300 badges in stock: Fliss will pass them to Leaders to distribute to new walkers.

Frank and Hilda Hewitt have written to Dom with thanks, expressing their feeling that they will not walk again.

Dom will now close the Jubilee account.

Ruth will check with Murray whether John's appendix to "Behold the Wood" is now on the website.

It is hoped that the CD will be ready for Christmas.

### ***Merchandise***

- a) Calendars: there was a general feeling that these would not be easy to sell; it was agreed that this idea be discontinued; Joe will thank Anthony for the work he has done so far but suggest that he stop work on the project now.
- b) T-shirts – there are approx 15 left. Ali volunteered to take over the production of T-shirts. She will liaise with Phill O'Connor and Anthony. The budget for T-shirts will be £500, using the most recent logo.
- c) Postcards – Ruth, Dom and Dave will produce a new one. Damien, seconded by Joe, proposed that we make up to £200 available for the production of postcards; this was agreed unanimously.
- d) Some books, tapes and prayer booklets are left; they will be available at Walsy not for sale but for donations.
- e) One box of pint pots will be sold at Walsy.

### ***A.O.B.***

- a) It was proposed by Damien Sweeney, seconded by Blaise Bradley and carried nem. con. that the loan made to Wells Leg as mentioned in the Minutes in 2005 be now considered disbursement to enable needy pilgrims to walk Student Cross.
- b) Swanwick account: Damien has subsidized members' travel expenses and will be reimbursed from this account.
- c) The travel pot was circulated and a donation will be made to Sacred Heart. Thanks were expressed to Sacred Heart for the accommodation, to Fliss for organizing it and to Michele for lunch.

### ***Election of Chair and Vice Chair.***

Ruth Stanley was proposed as Chair by Clare Byrne, seconded by Damien Sweeney and elected uncontested. She will assume this position in four weeks on the expiry of Julian's notice of resignation.

Colin Macdougall was proposed as a Vice Chair by Dominic Shirt, seconded by Joe Slade and elected uncontested. He will assume this position immediately.

A vote of thanks was proposed to Julian for the work he has done for the Association and for Student Cross as a whole. Ruth will write to Julian.

**The next meeting will be on Holy Saturday, April 11<sup>th</sup> in Elmham House after the Student Cross AGM.**