

**Minutes of the Committee Meeting of the Student Cross Association,
held on Saturday, October 10th 2009 at Sacred Heart, Leicester.**

Present:

Matt Boyle (Oxford)	Steve Simmons (OEM)
Juliet Brien (Ely)	Joe Slade (Kettering)
Michele Crawford (Trustee, Sec)	Ruth Stanley (Essex, Chair)
Paul Fay (Trustee)	Dave Stanley (G.O.D. 2010)
Craig Ince (Midland)	Gwilym Stone (Northern)
Colin Macdougall (Peg)	Damien Sweeney (Trustee)
Jonathan Riley (OEM)	Murray White (OEM)
Dominic Shirt (Wells)	Paul Wilkinson (Treasurer)

Apologies: John Bryden (Trustee); Clare Byrne (Ass Treas); Steve Carpenter (Trustee); Kate Szeless (OEM); Ali Hodrien (London); Fliss Cairns (G.O.D, 09)

Congratulations and best wishes were expressed to Clare on the birth of Joseph James.

Minutes: The Minutes of the AGM and the Easter meeting had been circulated in April and October.

Matters Arising:

- a) Michele will produce "information packs" for all Trustees and OEMs at Walsingham, as well as for the Leg reps as at present. She will also have some spare packs for any newly elected Leg reps. The packs contain financial information, a general information sheet, the AGM Agenda and relevant Minutes of past meetings. If Trustees are unable to be present at Walsingham, the financial information will be sent to them. Paul W will send the financial information to Michele by email and it will also be included as an attachment when the AGM Minutes are circulated.
- b) Paul W will send Michele the list of regular donors in advance of the autumn meeting.
- c) Gift Aid: it was noted that our regular income might drop because of changes to Gift Aid.
- d) Signatories for the RBS Bank account as agreed last year (Clare, Paul W, Michele, Dominic and Damien) were confirmed as this arrangement seems to work at present. Paul is discussing electronic processes with the Bank, mindful that we need the approval of two signatories. He will bring more information on this matter to the Walsingham meeting.
- e) There was discussion about the second account at the Nationwide: it was agreed that it should be retained as three donors are still paying into it regularly and it was deemed better to have two accounts in case of any difficulties such as fraud on one. Paul will ascertain which donors are using this account.
- f) The Jubilee account, holding approximately £600, will be used to pay the expenses of the CD and then closed; any surplus will be paid into the SCA account and Damien will destroy the previous cheque made out to the Swanwick account.
- g) Paul F is to investigate the dormant Peg Leg account which may include an SCA loan.

Financial Report:

- a) The accounts hold approximately £8,000 including Gift Aid and interest.
- b) The fraudulent charges have now been refunded.
- c) Some new standing orders were received at Easter.
- d) Paul is to bring to each Autumn meeting the financial information for the past three years for comparison.
- e) Last year on some Legs were fewer low/unwaged pilgrims. It was agreed that we should ensure that SCA money is used in accordance with our charitable purposes and that the Leg report to be returned to the Treasurer should include a sentence about returning any unused money from the grant. The Treasurer will gather this information and report back to the autumn meeting. Damien will amend the disbursement information letter for Leaders and send it round for comment.

f) **Bursaries**

It was decided that we should be more active in promoting individual applications for assistance from the "Pot" which will be now called "SCA Bursaries" and the wording on the Website amended from "Emergency Hardship." Suggestions included:

- a form for a Bursary which Leaders can give to individuals at the recruitment stage
- applications must come through Leaders who are aware of Charitable Aims of the Association
- the SCA might produce a set of useful questions for Leaders to use in this situation

It was agreed that Bursaries of up to 50% of a pilgrim's costs was a useful yardstick for Leaders but support can go beyond this, for example in the area of considerable travel costs at the start and end of the Pilgrimage.

This area of flexibility will be included in Damien's amendment of the Leaders' letter. Paul W will monitor the figures this year and bring detailed analysis to next autumn meeting.

g) **Information**

It was agreed that it would be helpful if the Treasurer could bring to the autumn meeting the following Information, as well as the current balance, on paper to inform our decisions and longer term view of the Association's resources and the needs of the pilgrims in recent years:

- details of the past 3 years of disbursement and income
- the number of needy pilgrims assisted in the past three years
- the number of regular donors and number of new donors in past year (all names kept on confidential list)

Disbursement 2010

It was proposed by Colin Macdougall, seconded by Joe Slade and carried unanimously that:

- the grant of £600 for Peg and Wells be continued;
- last year's general disbursement for Leg grants be continued at £4,400
- £1,000 be made available for Bursaries, but additional funds could be made available if necessary with the agreement of the Chair, Treasurer and three Trustees.

Elections

There are no elections for Trustees occurring this year, except in case of any resignations or vacancies.

OEM elections will be held as usual at the AGM.

Any person with particular interest or skill could be invited to meetings or co-opted on to the committee.

Patrons

Our Patrons at present are Bishop Malcolm, Timothy Radcliffe and Bishop Peter Nott.

After some discussion it was agreed that new Patrons would be invited to serve for a period of five years; with our thanks at the end of this period would be an invitation to serve for another term.

Ruth will write to Bishop Malcolm, Bishop Peter and Fr Timothy to thank them and ask whether they are happy to continue as patrons of the Association. The annual "thanks and information sheet" for donors we hope to produce could be included with these letters.

Charity Commissioners

Michele has sent out annual information to the Charity Commissioners.

Merchandise

- a) John Bryden is currently storing the merchandise
- b) Peg and Wells, organized by Paul F and Colin, will have an informal stall at the Anglican Shrine.
- c) CDs have sold approx 80; all those who produced it were warmly thanked and it was noted that Phil Rostant was also a performer. Some CDs might be used for promotion and recruitment and also sent to Patrons. Dave will at some point, investigate putting it on Itunes.
- d) Pint pots – there are approx 30 left.
- e) Postcards: Ruth and Dom, in consultation with Murray and Joe will work on a new one, and also, if possible, on notecards which can be used for thanks letters to donors. An expenditure of £200 has already been agreed for postcards; it was proposed by Dave, seconded by Gwilym and agreed

unanimously that £100 may be spent on notecards and that, if costs will exceed this figure, Ruth will liaise with other Trustees and committee members.

- f) T shirts, sweatshirts etc: It was proposed by Paul F, seconded by Paul W and agreed unanimously that Ali may
- g) spend up to £500 on replenishing these stocks; she should liaise with Ruth when costs are known.

Website

Murray was thanked for his very hard work on the website and the following suggestions were agreed:

- Murray will do regular updates, for example of changes on committee and new OEMs and Leg reps
- The Minutes of meetings will be put on the Website two weeks after Michele sends them round to the committee; this will not include informal meeting notes and reminders or the address list.
- The Minutes in this form will always be "subject to approval at the next meeting."
- Murray will send round his proposals for rewriting the Web pages into sections:
 - How to donate (including information for past pilgrims)
 - How to get assistance
 - Descriptive page with Committee members and Minutes
 - Merchandise

Ruth will investigate the future possibilities for online giving.

The informal Communications group, consisting of Dave Stanley, Laura McCann, Joe Slade, Murray White, Jason Mitchell and Kirsty Gelder-Smith were considering effective recruitment marketing.

A.O.B.

- a) Annual leaflet and report: it was agreed that we should try to produce an annual leaflet for regular donors and Patrons, with general information about that year's Pilgrimage, a general statement of how the SAC funds were used and perhaps a quotation from a pilgrim who benefited.
The SCA Chair will be responsible for this, in liaison with Joe and Murray.
Dave and future G.O.Ds will ask Leaders to help to discern a pilgrim who has benefited.
- b) Michele will circulate Leaders asking for a paragraph to store for Archives for any future additions to the Student Cross history, especially for a 75th celebration! Joe can help with this.
- c) The Travel Pot and donation to Sacred Heart was passed round.
- d) It was agreed that informal meeting notes and reminders would be attached to the formal Minutes; these would not be put on the Website.

The AGM of the Association and the next committee meeting will be in Walsingham on Easter Saturday 3 April 2010