



CSF Leak Association Annual General Meeting Agenda

Location:	Registered office / Skype
Date:	19 November 2020
Time:	19:00
Facilitator:	Tamsin Trevarthen
Required Attendees:	Board of Trustees
Invited Parties:	All Members of the CSF Leak Association, Members of the Medical Advisory Committee

Agenda items

Time	Item/Topic	Lead(s)
19:00	Welcome and Introduction Roll Call for Those Present & Apologies Appointment of Chair for the Meeting	Trustee
19:03	Declarations of Interest	Meeting Chair
19:04	Approval of Minutes of the Previous AGM	Meeting Chair
19:05	The Trustees' Annual Report 2019/20	Meeting Chair
19:15	Financial Report & Summary of Accounts for 2019/20	Meeting Chair
19.30	Election of Independent Examiner Resolution 2020/1 - The Board of Trustees proposes that Alasdair Lawton be re-appointed as independent examiner to verify the Association's accounts for 2020/2021 (unless unforeseen or extenuating circumstances required the Board to appoint a different independent examiner).	Meeting Chair

<p>19:31</p>	<p>Amendments to the Constitution</p> <p>Resolution 2020/2 – The Board of Trustees proposes changes to the Constitution as outlined in red in the draft document circulated with the agenda and background papers.</p> <p><i>Background</i></p> <p>The changes proposed relate solely to the setting of membership categories and subscription amounts. Until now, membership categories were written into the Constitution and could not be altered or amended outwith an AGM/EGM. Similarly, subscription amounts could only be set at an AGM/EGM. This has proved overly restrictive and has constrained decision-making.</p> <p>It is therefore proposed that in addition to the membership’s existing powers, the Board is also given the power to introduce, alter or delete membership categories. Whilst subscription amounts will still normally be set by the membership at an AGM, the Board will have the power to set subscription amounts for any category that they have introduced or altered. Any subscription amount set by the Board will, of course, come before the membership at the next AGM.</p> <p>Some consequential amendments have also been made to relevant section in order to accommodate the changes described above.</p>	<p>Meeting Chair</p>
<p>19:33</p>	<p>Membership Subscriptions for 2020/2021</p> <p>Resolution 2020/3 - The Board of Trustees, under Clause 18 of the constitution, recommend the adoption of the following membership categories for qualification as members of the organisation and, under Clause 17, they further recommend that the existing annual subscriptions/subscription related thereto are maintained:</p> <ul style="list-style-type: none"> ▪ Adult (18 years of age or older) – £15.00 ▪ Adult (ages 16-17) – £5.00 ▪ Family (a family group living at the same address) – £30.00 ▪ Incorporated Body or Organisation – £50.00 ▪ Unincorporated Body or Organisation – £50.00 <p>Junior Supporter Status</p> <p>Under the terms of Clause 28D, the Board is required to report on the current status of ‘Junior Supporter Status’ and therefore confirms that Junior Supporter Status remains suspended and is not open to applications.</p> <p>The justification for this suspension is that the category was rarely used and the need to provide for it in computer system was cost prohibitive. There are no current plans to reinstate the Junior Supporter category.</p>	<p>Meeting Chair</p>
<p>19:35</p>	<p>Appointment of Patient Representative</p> <p>The Board of Trustees presents the following shortlist of members as Patient Representative for the period 2020/2021:</p>	<p>Meeting Chair</p>

	<ul style="list-style-type: none"> ▪ Sarah Mead <p>Resolution 2020/4 – The Board proposes that Sarah Mean be duly elected as Patient Representative for the period 2020/2021.</p>	
19:37	<p>Election of Charity Trustee Bearers</p> <p><u>Election of Office Bearing Trustees (Chairman, Secretary and Treasurer)</u></p> <p>Resolution 2020/5 – The following member is proposed by the Board for election as trustee and treasurer:</p> <ul style="list-style-type: none"> ▪ Vacant (Chair) ▪ Vacant (Secretary) ▪ Cerian Baldwin (Treasurer) <p><u>Election of non-Office Bearing Trustees</u></p> <p>Resolution 2020/6 – The following existing trustees are proposed by the Board for re-election:</p> <ul style="list-style-type: none"> ▪ Clare Joy ▪ Tamsin Trevarthen ▪ Deborah Ogg <p>NB. Any other members who are interested in standing for election should ideally contact the Board to apply in advance of the meeting; the Board can, however, consider applications during the year.</p> <p><u>Former Trustees and Office-bearers</u></p> <p>The Board would like to take this opportunity to extend its thanks and gratitude to David Baldwin, Chair of the organisation between 2016 and 2019 and Secretary 2020, who is not seeking re-election at the AGM. He played a pivotal role in the establishment of the charity and we could not have made the progress that we have made without his handwork and dedication: we wish him well for the future.</p>	Meeting Chair
19:50	<p>Any Other Business (AOB)</p> <p>The Board would appreciate it greatly if members could submit details of any significant additional business to them in advance so that details may be circulated to the membership, however, unless required by the constitution, this is not mandatory and additional business may still be raised on the day.</p>	Trustee
19:58	<p>Date for Annual General Meeting 2021</p> <p>The date and time of the 2021 annual general meeting will be confirmed and advertised nearer the time.</p>	Trustee
20:00	<p>Close</p>	Trustee

Background papers

The annual report, resolutions referred to and other papers relevant to the AGM are available to download below or on written request to office@csfleak.info

Background papers (incl. annual report and accounts): <http://www.csfleak.info/agm2020>

Proxy voting

If you are unable to attend the meeting, either in person or via Skype, but would still like to vote on the resolutions proposed, you may complete and submit a proxy voting form.

Proxy voting form: <http://www.csfleak.info/agm2020>

For those wishing to attend in person

~~Please can each attendee notify their intention to attend to office@csfleak.info no later than 7 days prior to the meeting so that necessary logistical arrangements can be made.~~ **In person attendance is not possible due to Covid-19 restrictions.**

For those wishing to attend via Skype

Places are limited by Skype and therefore they will be allocated on a first-come-first served basis. To reserve a place, please email office@csfleak.info with your Skype username no less than 2 days before the date of the meeting. Please can each attendee ensure that their Skype software is up-to-date prior to the meeting commencing and that they are logged in and ready to join the call at least 5 minutes before the meeting is scheduled to commence.