

Minutes - AGM 2014



Date: Tuesday 25th November 2014

Start Time: 11.30am – **Finish Time:** 12:50pm

Location: Arthur Easton Centre at St Michaels Hospice

1. Welcome and Introduction

Michael Lear (Chairman and Trustee)

Michael Lear (MJL, Chairman) thanked everyone for attending and checked with the Trustees (those who attended last year) that they were happy to proceed with approving and signing the minutes of last year's AGM. These were duly signed and passed to the CEO to file.

2. Chairman's Annual Report 2013

Michael Lear (Chairman and Trustee)

MJL began by giving an overview of the services that The Sara Lee Trust provides and confirmed that overall service levels were maintained over the year despite financial and other pressures. In financial terms a small underlying loss was made of c£8k.

MJL acknowledged the achievements and support provided by long term staff members who had recently departed the Trust. He also thanked Linda Hodgson (LH) for her ongoing leadership provided to the Trust Trading arm and her incredible time-giving to the Trust in general.

MJL highlighted some of the events that raised funds for the Trust including quiz nights, body waxing and challenge events. He also mentioned the events that we share with St Michael's Hospice and the benefits of working alongside them.

Shop trading performances remained strong and overall contributions to the Trust have, and will, continue to grow.

MJL thanked everyone at SLT; Trustees, staff & volunteers for the time, effort, drive and for the work and hours they put in to the Trust.

Special thanks were given to Maria Gonet (Fundraising Manager) for all her hard work and support she has given this year, including welcoming & training new members of the Trust team.

3. Presentation of the Annual Accounts 2013/14 and Finance Update

Debbie Hargreaves

DH took the floor to discuss the accounts. Last year's accounts showed a loss of £8k (without the legacy) which was an improvement on the underlying position from previous years. The Trust financial position had also improved through the acquisition of assets including property and a van. The Trading company contribution to the Trust is expected to grow in the future.

She notified everyone that the accounts had been examined and signed off as are correct. The underlying position of the Trust was very healthy, particularly due to the legacy monies received.

DH confirmed that copies of the accounts are available on request from the Trust CEO. MJL signed a copy of the accounts which were given to the Trust CEO for filing.

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4. Sara Lee Trading Update

Linda Hodgson (Trustee)

LH gave an overview on the Trading company & shops. The shop operations are supported by over 80 volunteers.

Endwell Road Shop opened in 2011 and is meeting current targets and has a very good team working in the shop.

Western Road Shop opened in 2013. The shop offers large furniture & bric a brac for sale. A new supervisor was put in post from March of this year and targets are being met.

The Silverhill Shop was opened in 2014 and is exceeding all targets.

The Cambridge Road Shop, whilst a smaller shop, brings a Trust promotional presence to the centre of Hastings. The shop is just below performance targets.

LH also sells donated items on E-bay and via auction, which has proven to be very profitable:

EBay e.g. Sold a Violin for £141 / Nigerian Military Badge for £161

Auction e.g. Sold an Oil Painting for £340 / Small Picture for £100 / Small Vase for £100

A volunteer made a comment and said The Sara Lee Trust is doing the town proud.

Jewellery sales are also contributing significantly, with sales via Peridot Jewellers approx. £2,000 this year. Recycling is also a growing source of income to the Trust.

Collection & Deliveries: SLT purchased a van this year to help with the pick-up of collections and deliveries, the van also promotes the SLT using graphics.

What Next:

Monitor & evaluate current performance and identify ways to improve, increase jewellery, consider future shops and related investment.

5. Trust Performance Review and Plans for 2014/15

Dan Redsull (CEO)

DR gave a detailed presentation covering the Trust's performance in the first half of the 2014/15 financial year and the plans for the second half of the year and into 2015/16. DR focused on achievements made to date but also highlighted areas for further work which included:

- The need to review the Trust structure, resources and capacity to meet objectives and address highlighted gaps including:
 - Clinical Administration support
 - Social media
 - Therapy services capacity
 - Trustees

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- A refocus on our Trust Aims and ensure our plans are fit for purpose to deliver those aims
- Ensure systems are in place to enable the Trust to evidence the impacts of its services

6. An introduction to Trust Services

Gabriella Agular - Shiatsu

GA gave a summary level overview and demonstration of Shiatsu. Annie Cryar (Trustee) suggested that dedicated awareness / promotion days could be run for Trust services.

7. Question and Answer session (All Trustees)

No questions were raised from the floor.

Agreed & signed _____ Date _____