

FRIENDS SOUTHERN SUMMER EVENTS

Minutes of the First Annual General Meeting (AGM)

held at Hampstead Friends Meeting House
on Saturday, 24 November 2007

Members present:

Imran Tyabji, Keith Walton, Alan Pearmain, Philippa Stanger, Ollie Waterhouse, Kathy Gibbs, Pierre Jeanmaire and David Holtam

In attendance (non-members):

James Barnard, Anna Trethewey, Celia Waterhouse, Michael Stanger

AGM 2007/1 Initial Members

We confirm that those listed above as members present at this meeting are all of the initial members of FSSE, as newly constituted, in accordance with minute ARC 2007/8 of the Annual Representative Council meeting held earlier today ("ARC 2007").

AGM 2007/2 Clerk of Meeting

Further to minute ARC 2007/8 of ARC 2007, we agree that Imran Tyabji shall be the clerk for the purposes of this initial members meeting.

AGM 2007/3 Adoption of Constitution

We adopt the Constitution for FSSE which has been approved by ARC 2007 (minute 2007/8), with immediate effect. A copy of the constitution is attached to these minutes.

AGM 2007/4 Consent to Short Notice

Insofar as is necessary, we consent to short notice of this meeting having been given, in accordance with Clause 12(v)(b) of the Constitution.

AGM 2007/5 Designation of Area Meetings

Further to minute 2007/8 of ARC 2007, we designate the following Area Quaker Meetings for the purpose of Clause 9(i) of the Constitution:

Kingston and Wandsworth Purley and Sutton; Ratcliff and Barking; Southwark, Lewisham and Bromley; Westminster; Devonshire House and Tottenham; Hampstead)
Norwich and Lynn
Ipswich and Diss
Cambridge and Peterborough
Thaxted
Colchester and Coggeshall
Witham
West Kent
East Kent
Lewes
Chichester
Guildford and Godalming
Dorking and Horsham
Southampton and Portsmouth
Bournemouth and Swanage
Reading
Witney
Jordans

Luton and Leighton
 Northampton and Wellingborough
 Hertford and Hitchin
 Shaffbury and Sherbourne
 Middle division of Somerset
 West Division of Somerset
 East Devon
 West Devon
 Cornwall
 Banbury and Evesham
 North Somerset and Wiltshire
 Bristol and Frenchay

We acknowledge that each such meeting will become a member of FSSE (and be entitled to send a representative to future members meetings) as soon as it consents to becoming a member. We ask our Clerk and/or Assistant Clerk to write to each of these Area Meetings, sending them a copy of the Constitution, and asking them to consent to becoming a member.

AGM 2007/6 Appointment of Trustees

Further to minute ARC 2007/8 of ARC 2007 and pursuant to Clause 14(i) of the Constitution, we appoint the following persons to serve as trustees of FSSE with immediate effect: Imran Tyabji, Alan Pearmain, Phillippa Stanger and Keith Walton.

AGM 2007/7 Appointments

Further to minutes ARC 2007/8 and ARC 2007/9 of ARC 2007 and appointments made at ARC meetings in 2005 and 2006 (as recorded in minutes ARC 05/7 and ARC 06/8) , and pursuant to Clause 13 of the Constitution, we confirm the appointment of the following persons to hold the posts indicated for the periods indicated:

Post	Appointed	From	Until
FSSE Clerk	Imran Tyabji	AGM 2007	AGM 2009
FSSE Assistant Clerk	Simon Best	AGM 2007	AGM 2008
FSSE Treasurer	Alan Pearmain	AGM 2007	AGM 2009
Senior Conference Joint Event Coordinator	Sally Markwell	AGM 2007	AGM 2008
Senior Conference Joint Event Coordinator	Steffan Aquarone	AGM 2007	AGM 2008
Senior Conference Bookings Secretary	Mat Paskins	AGM 2007	AGM 2008
Summer School Joint Event Coordinator	Kathy Gibbs	AGM 2007	AGM 2008
Summer School Joint Event Coordinator	David Holtam	AGM 2007	AGM 2009
Summer School Joint Planning Coordinator	Oliver Waterhouse	AGM 2007	AGM 2009
Summer School Joint Planning Coordinator	Milly Gibbs Anna Trethewey	AGM 2007 AGM 2007	AGM 2008 AGM 2008

Summer School Bookings Secretary	Margaret Lee	AGM 2007	AGM 2009
FSSE Website Coordinator	Michael Wood	AGM 2007	AGM 2009
Bookkeeper	Hannah Roscoe	AGM 2007	AGM 2008
Finance Assistant	Ruth Harrison	AGM 2007	AGM 2010
Finance Committee	Philippa Stanger Keith Walton	AGM 2007	AGM 2008
Child Protection Independent Person	TBC (2)	AGM 2007	AGM 2008
Monthly Meeting representatives on FSSE Joint Management Committee	Jo Rado Phillippa Stanger Alison Tyabji Celia Waterhouse	AGM 2007	AGM 2008

AGM 2007/8 Ex Officio Membership

We acknowledge that all of the persons appointed as trustees pursuant to minute AGM 2007/6 and all of the persons appointed to posts pursuant to minute AGM 2007/7 shall be members of FSSE in accordance with Clauses 10(i) and 10(ii) of the Constitution respectively.

AGM 2007/9 Designation of Events for purpose of Adult Volunteer Membership

Further to minute ARC 2007/8 of ARC 2007, we designate Summer School and Senior Conference, on a rolling basis, for the purpose of Clause 10(iii) of the Constitution.

AGM 2007/10 Additional Members

Further to minute ARC 2007/8 of ARC 2007 and pursuant to Clause 10(v) of the Constitution, we appoint the following further persons as members of FSSE for the periods indicated:

Pierre Jeanmaire (until AGM 2010)

AGM 2007/11 Register of Members

Further to minute ARC 2007/8 of ARC 2007 and pursuant to Clause 11(vii) of the Constitution, we agree that the FSSE Assistant Clerk (currently Simon Best) shall, ex officio, be appointed to maintain an official register of members.

AGM 2007/12 Financial Year

Further to minute 2007/8 of ARC 2007, we agree that FSSE's financial year shall be from 1 October in each year until 30 September in the following year.

AGM 2007/13 Independent Examiner of Accounts

Further to minute ARC 2007/7 of ARC 2007 and pursuant to Clause 20(ii) of the Constitution, we appoint Daniel Grew to be the independent examiner of FSSE's accounts for the year ending 30 September 2007.

AGM 2007/14 Treasurer's Report and Accounts

We note the report from our Treasurer, Alan Pearmain, referred to in minute ARC 2007/7 of ARC 2007. We approve the accounts for the year ending 30 September 2007 subject to their being examined by the independent examiner, and being finally approved by the trustees.

AGM 2007/15 Honoraria

Further to minute ARC 2007/10 of ARC 2007 and for the purpose of Clause 16(x) of the Constitution, we approve the payment of the following honoraria in 2008:

FSSE Assistant Clerk £150

FSSE Treasurer £100

FSSE Bookkeeper £100

Senior Conference Joint Event Coordinators (two) £150 each

Summer School Joint Event Coordinators (two) £100 each

Summer School Joint Planning Coordinators (two) £100 each (Milly Gibbs and Anna Trethewey will share a single honorarium)

AGM 2007/16 Registration as a Charity

Further to minute ARC 2007/8 of ARC 2007, we confirm our wish that an application be made as soon as reasonably practicable for FSSE to be registered as a charity.

AGM 2007/17 Adoption of existing policies

We agree to adopt the existing policies of FSSE

AGM 2007/18 Review of Procedures and Committees

We ask the Trustees and the Working Group on Governance to draw up suitable procedures for FSSE, including reviewing the remit of the current Joint Management Committee, and to develop Terms of Reference for any committees or working groups, and to bring these to AGM 2008.

AGM 2007/19 Matters referred by FSSE Joint Management Committee

We note the matters that have been referred by FSSE Joint Management Committee and considered by ARC 2007 (Minute ARC 2007/11), and we confirm our approval of such matters. In particular:

- a) we approve the proposed arrangements for events in 2008;
- b) we approve the draft Child Protection Policy and ask our trustees to review this policy on a triennial basis and report to the AGM as appropriate; and
- c) we approve the proposed policy for CRB processes and ask the Management Committee to review it as necessary.

AGM 2007/20 Other matters dealt with at ARC 2007

We note and confirm our approval of the other matters recorded in the minutes of ARC 2007.

AGM 2007/21 Date and Venue for Annual General Meeting 2008

We hope to meet at Friends House on Saturday 15 November 2008. This to be confirmed.

AGM 2007/22 Any Other Business

We considered the possibility of beginning the AGM earlier than 2pm in the future, and suggest that we convene at 11am or a time convenient for people who have to travel long distances to get home next year.

AGM 2007/23 Closing Worship

We have closed our meeting with a period of silent worship.

Imran Tyabji
Clerk of FSSE