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**Minutes of the Annual General Meeting
Of Brighton and Hove Impetus
Held on 24 September 2013, in Community Base, starting at 2.30pm**

Present: Trustees: Tony Kildare, Chair; David Botibol; Alison French; Steve Hare; Jason Nuttall and Alison Penn.

Members: Aine Walsh; Andy Seares; Assuntina Cardillo-Zallo; Betty Davis; Brian Middlemas; Dave Adams; Francis Tonks; Gill Reynolds; Ian Snoxell; Jo Ivens; Jo Tulloch; Julia Reddaway; Julian Harvey; Keith Thomas; Louise Peim; Margaret Charles-Sifflet; Matt Day; Naomi Lacey; Nikki Batten; Peter Batten; Paula Sousa; Sally Polanski; Sam Bond; Sean de Podesta; Seb Feast; Sharon Maloney; Susan Alderson, minutes; Tony Brannick; Val Cane and Warren Sharp.

Guests: Alison Marino; Kate Dueroth; Emily Ballantyne; Gerry Roberts; Gillian Unsworth; Ian Dodd; Jacquie Midgley; Jenny Moore; Martin O'Donnell; Maureen Harkness; Sarah Pickard.

1. Welcome and Introductions.

Tony Kildare introduced the trustees present and welcomed everyone to the AGM. He explained that only Impetus members could vote. They should do this by raising the yellow voting card they were given. More than 10% of the membership was present so the meeting was quorate.

2. Apologies for absence

Apologies were received from: Clare Hughes, trustee; members: Anne Hayler; Colin Vickery; Danielle Bosson; Gabriel Disney; Maureen Middlemiss; Michael Hills; Peter Lloyd; Rachel Butt; Sally Kellie; Guests: Jane Macdonald; Rebecca Woodiviss and Sue Goodwin.

3. Approval of the minutes of the AGM held on 25 September 2012

Matt Day moved that the minutes be accepted as an accurate record of the meeting. This was seconded by Sean de Podesta and agreed by the members. The minutes were signed by the Chair.

4. Matters Arising from the minutes.

There were none.

5. Receipt of the accounts for the financial period ended 31 March 2013

Julia reported that the income for this period was £444,090 and expenditure £446,930. There was a deficit of £2,840 which was funded by reserves. Compared to the period 2011-12, income was up, expenditure down and the deficit much smaller. Contract income had remained the same while income from grants was up by nearly £30,000. Income from contracts was lower.

At the end of 2012-13 overall reserves stood at £192,906 which represents 5.2 months of expenditure, in line with the Impetus reserves policy. The reserves are made up of £169,510 unrestricted reserves and £23,396 restricted reserves and within that there is a contingency reserve of £33,660.

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In January 2103 Impetus was successful in a bid to the Big Lottery Big Communities Programme. Impetus will receive £290,000 over 3 years for a new project to support people with disabilities into supported volunteering. Julia concluded by thanking all the principal funders.

There were no questions. Sean de Podesta moved that the accounts be accepted. The motion was seconded by Jo Tulloch and the report was unanimously accepted.

6. Receipt of the Report of the Trustees for the year ended 31 March 2013

Dave Adams pointed out that in paragraph 1.7 on page 3, Matt Day's project was incorrect. It should read Improving Lives not Future Lives. With this correction Sean de Podesta moved that the report be accepted. The motion was seconded by Sally Polanski and unanimously accepted.

7. Election of Trustees who retire by rotation.

David Botibol, Alison French and Tony Kildare retired and stood for re-election. Matt Day moved to re-elect David, Alison and Tony. This was seconded by Jo Tulloch and the members unanimously agreed.

8. Election of New Trustees

Clare Hughes and Jason Nuttall were recruited to the Board during the year. Jo Tulloch moved that they both be elected to the Board of Trustees. This was seconded by Susan Alderson and the members unanimously agreed.

9. Appointment of auditors.

Margaret Charles-Sifflett moved that Clark-Brownscombe be appointed company auditors. This was seconded by Sean de Podesta and agreed by the members.

10. Membership Strategy

The AGM in 2012 had agreed the proposal to review membership. Members of the Board and the Interim CEO had met to discuss the Strategy and a revised Strategy produced. This was circulated before the meeting.

Jenny Moore said the strategy was well worded and clear. It stated that there should be a minimum of eight and a maximum of twelve trustees but there were only seven at present. Tony said that the intention was to recruit at least one more trustee.

Sean de Podesta said that there appeared to be little benefit to being a member and this might stop people from joining. The wording needed to be looked at.

The Strategy stated that at present people could terminate their membership. Alison Marino asked whether there were occasions when Impetus could terminate membership eg disreputable behaviour. Ian Dodd said that in such cases there should be a right of appeal. The strategy proposed that

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membership will be reviewed every three years where people will be asked if they wish to continue their membership.

Matt Day moved that the Impetus Membership Strategy be accepted. This was seconded by Sean de Podesta and the members unanimously agreed.

11. Any Other Business

Sean de Podesta thanked the Trustees for all their work.

12. Chair's Report

It had been a busy and challenging year for Impetus. There had been considerable change and challenges. This included the transfer of the Volunteer Centre and Performance Development Service (PDS), along with 4 members of staff, to the Community and Voluntary Sector Forum (CVSF), as partners in the Transforming Local Infrastructure Project. For the remaining projects there was a new focus on Adult Social Care & Health services. There was some internal restructuring with Matt Day becoming Improving Lives Service Manager, responsible for InterAct, Aspire and Better Futures.

Impetus had held a Strategic Planning Day in May which resulted in a transformation plan for Impetus and a move to focusing on outcomes through Theory of Change.

The key successes during the year were: the successful bid for the Independent Complaints Advocacy Service (ICAS) ; the successful bid for £290k to the Lottery Reaching Communities Project; Impetus became an Approved Provider for the NCVO Big Assist Programme; the new Outreach Office for Interact at Brighton Junction; Sean and Jenny's CVSF awards and the appointment of Clare Hughes and Jason Nuttall as trustees.

The organisation ended the year in a good financial position. Tony ended by thanking Jo Ivens for her excellent work in steering Impetus through a year of great change.

13. Report by Julia Reddaway, Interim CEO.

Jo Ivens had handed over to Julia in March before going on maternity leave in April. The ICAS service became operational on 1 April. A new team was appointed: Gill Reynolds, Manager and Louise Peim, Senior Advocate. Impetus is the lead partner working with Speak Out, Mind, MindOut, Age UK and SIS. There is close working with the Healthwatch Team.

The Better Futures Project was set up due to Lottery Funding of nearly £290k over 3 years. It will work with a wide range of voluntary sector organisations to secure volunteering placement for vulnerable adults. A new staff team was recruited headed by Matt Day.

Adult Social Care & Health Commissioning Prospectus. Building on the ICAS Partnership, with the addition of the Fed, a partnership bid for Specialist Advocacy Services was submitted. Neighbourhood Care Scheme has bid for Older People's activities.

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Impetus continues to be an active member of the South East Wellbeing Consortium, along with Mind and the Fed, delivering a Department of Health-funded project focusing on personalisation.

At the end of June Impetus had to close Pensioner Action and say goodbye to Sue Goodwin and Mandi Sharratt. Age UK is taking over the engagement work.

In June, Sean celebrated 15 years of running NCS and in April, Jo gave birth to a son, Sidney.

The Volunteer Centre and PDS services and staff transferred to the CVSF on 31 August. The VC is based in Community Base. Alison Marino has retained the VC links with Impetus by becoming a member of the Better Futures Steering Group. CVSF is now entering a period of restructuring and the new organisation will relocate to Community Base. It will be launched in November 2013.

The new focus for Impetus is social care and health services. Last year Tim Buckley a Communications and Marketing consultant worked with staff and the board to develop a Communications and Marketing Strategy for Impetus. With support from iCrossing we are developing a new website. Also Impetus has appointed Seb Feast, as a Social Media and Digital Marketing Apprentice.

There are new opportunities. The CCG has asked Impetus to put a proposal to them for ideas to bring GPs and NCS closer together by working in GP surgeries. Starting in Brunswick Surgery, Portslade/Mile Oak Health Centres and Woodingdean Medical Centre. Impetus is involved in several partnership bids which could bring substantial amounts of money into the city. The Ageing Better Partnership led by Age UK could have a major impact on support services for older people. A BHT led Big Bid for people with multiple and complex needs is due in this week, with the outcome expected in December.

During 2014 Impetus will take on two Social Work students: one in NCS and the other in Aspire/Interact. Jo Tulloch will support both students.

There is a commitment to work towards PQASSO level 2 and achieve it in 2014. The advocacy services are working towards A4A QPM assessment in March 2014.

Julia thanked: Tim Buckley; iCrossing and all the funders of Impetus services. Also, she thanked the Impetus staff and volunteers.

Val Cane asked how the Ageing Better bid fitted in with the Age Friendly City.

On behalf of the Board, Tony thanked people for attending the meeting.

There being no other business the meeting closed at 3.25pm