



BONE CANCER RESEARCH TRUST

MINUTES OF THE THIRD ANNUAL GENERAL MEETING OF TRUSTEES held at the Hilton Hotel, Leicester ON SATURDAY 21st FEBRUARY 2009

1. PRESENT

Trustees:- Mike Francis (Chairman), John Dealey (Deputy Chairman), Ian Lewis, Gill Pilcher, Roger Paul, Sally Hurst.

Officers:- Ros Francis (Clerk to the Trustees), David Fisher (Head of Fundraising), Kate Connor (Administrator), Alan Johnston (Website Manager).

APOLOGIES

Trustees:- Patricia Smith, Patrick Hardman, Fiona Foley, Nick Bones.

2. CHAIRMAN'S REMARKS covering the charity's financial year July 2007 – June 2008.

Chairman Mike Francis reported that this had been a year of major plans and progress for BCRT during which the Trustees had felt able to take some "conservative risks".

- The first BCRT Conference was held in July. It had been a resounding success helping to raise wider awareness of bone cancer and BCRT. It had included presentations on diagnosis and treatment from medical experts, personal stories movingly told by current and former patients and the opportunity for patients and supporters to meet and share their experience.
- Autumn 2007 and Spring 2008 had seen the publishing of the first and second BCRT Newsletters. Another risk taken but again, a great success. These were distributed to all supporters and professionals on the database as well as to clinics and hospitals and had been well received.
- During the year, the first BCRT office had been opened in Leeds, albeit small beginnings in what had been a storeroom. Kate Connor was given more hours as Administrator and in January, David Fisher joined BCRT as its full-time Head of Fundraising to cope with the significant increase in activity.
- There had been some changes to the original Board of Trustees. Founder members Gill Callar and Debbie McCartney both resigned in February having made a great contribution in the early days of BCRT. Two new Trustees had been welcomed - Sally Hurst and Fiona Foley. Later in the year Roger Paul had joined the Board as an additional Trustee.
- The first BCRT Awareness Week, having been suggested by Head of Fundraising David Fisher, took place in June with the second BCRT Conference at the end of that week. Thanks were recorded to David and to Kate for achieving so much media coverage. Much had been learnt to take forward to future Awareness Weeks for BCRT.
- Mike reported there were five on-going research projects funded by BCRT with a further three under consideration. He recorded thanks to all the researchers and the work of the eminent members of the Scientific Advisory Panel behind the scenes reviewing applications and ensuring that quality research takes place.
- It was noted that BCRT was beginning to be recognised by significant organisations including the National Institute for Health and Clinical Excellence (NICE).

- Mike expressed gratitude to Alan Johnston for all his work in maintaining the Website, to Ros Francis as Clerk to the Trustees and to Gill Pilcher for her persistence in transferring BCRT's financial business onto the Paxton Accounting System.
- As a founding member and as Chairman, Mike said he was proud to see how far BCRT had come towards becoming a recognised charity for all aspects of bone cancer.

3. MINUTES OF THE SECOND ANNUAL GENERAL MEETING held on 2nd February 2008 were received. It was proposed by Gill Pilcher, seconded by Sally Hurst and carried unanimously that they be approved. There were no Matters Arising.

4. THE REPORT OF THE TRUSTEES FOR THE PERIOD ENDED 30TH JUNE 2008. Mike Francis drew Trustees attention to the fact that he had greatly increased the length of this report to accurately record the history of BCRT and to satisfy the Charity Commission's new requirements. The Trustees agreed to adopt the format of the draft report. It was agreed by all that the final draft would be circulated and approved by email so that with the audited accounts, it would meet the Charity Commission's deadline of 30th April for submission of the whole Annual Return from BCRT.

5. THE STATEMENT OF TRUSTEES' RESPONSIBILITIES was received.. All Trustees were in agreement with the proposal to approve these made by John Dealey and seconded by Gill Pilcher.

6. THE INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES and

7. THE STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 30TH JUNE 2008. Trustee Gill Pilcher, who had worked extremely hard in transferring BCRT's financial business onto the Paxton System, had also worked closely with the Auditor and reported that there were still errors to be corrected. It was suggested that some headings should be expanded and there was clarification of the terms "Restricted Funds", "Designated Funds" and "Dedicated Funds". (See the Minutes of the Meeting of Trustees held following the AGM, for further details). The Accounts were received in principle with the same plan being put in place as in Section 4 above, for approval by all Trustees by email on circulation of the completed Report.

8. THE INDEPENDENT EXAMINER

Thanks were expressed to the Independent Examiner by Mike Francis, seconded by Ian Lewis and agreed by all present. It was then proposed by Gill Pilcher and seconded by Roger Paul that the Trustees accepted the level of the Independent Examiner's fees and agreed that CJ Darwin ACA, of Thomas Coombs & Son should be reappointed for the next financial year of the charity. This was carried unanimously.

9. APPOINTMENT OF THE CHARITY'S TRUSTEES

Two Trustees, Rob Grimer and Nick Bones had come to the end of their three year period of office. Trustees had been saddened to learn that Rob Grimer did not feel able to stand for re-election but were pleased that his involvement with BCRT would be continuing on the Scientific Advisory Panel. Nick Bones agreed to stand for re-election. He was proposed by Gill Pilcher, seconded by Sally Hurst and this was carried unanimously. The other nine Trustees confirmed their wish to continue for their terms of office as recorded for 4 or 5 years.

10. ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN

That **Mike Francis should continue as Chairman** was proposed by Ian Lewis, seconded by Gill Pilcher and carried unanimously.

That **John Dealey should continue as Deputy Chairman** was proposed by Mike Francis, seconded by Sally Hurst and carried unanimously.

11. APPOINTMENT OF THE CLERK TO THE TRUSTEES AND THE WEBSITE MANAGER

That **Ros Francis should continue as Clerk to the Trustees** was proposed by Gill Pilcher, seconded by Mike Francis and carried unanimously.

That **Alan Johnston should continue as Website Manager** was proposed by Mike Francis, seconded by Sally Hurst and carried unanimously.

12. ANY OTHER BUSINESS

There was none.