

**Annual General Meeting  
Minutes  
3<sup>rd</sup> July 2017**

**Attendance:** Peter Creech (PC), Gillian Davies (GD), Jess Grant (JeG), Daniel Griffiths (DG), Grace McLeod (GM), David Renwick (DR), Bill Staley (BS)

**Apologies:** Patrick Harvey (PH), Sally Wilkin (SW)

Minute	Action
<p><b>1. Welcome &amp; Apologies</b> Gillian welcomed all to the meeting.</p> <p>The apologies were given as noted above.</p>	
<p><b>2. Minute of the Previous Annual General Meeting</b> Noted that the previous AGM was held on 24<sup>th</sup> October 2016. Copies of the minute were distributed to those present.</p> <p>The minute was accepted as a true record.</p>	
<p><b>3. Chair's Report</b> Gillian, as chair, read from her prepared text. A copy of this text will be made available and attached to this minute.</p> <p>The report was well received by those present,</p>	<b>GD</b>
<p><b>4. Treasurer's Report</b> David Renwick spoke to this item. He thanked Sue Creech for all her endeavours over the past year and when completing the accounts. It was noted that the Profit &amp; Lost page of the accounts was missing and as such the accounts could not be approved. It was noted that finalised accounts would be provided for the next Board Meeting, planned for 10<sup>th</sup> July 2017.</p> <p>It was noted that the deadline for submission of the final accounts to OSKA is 30<sup>th</sup> September 2017. David has committed to honouring this deadline.</p>	<b>DR</b>  <b>DR</b>
<p><b>5. Election of Board Members</b> All Board members stood down as per standing instructions.</p> <p>Noted that Patrick Harvey has already submitted notice that he is unavailable to stand again.</p> <p>Noted that Tony O'conner had resigned as a member during 2016.</p> <p>It is noted that previous directors are willing to stand again and have been duly elected so, that is Gillian Davies, Jess Grant, Grace MacLeod, David</p>	

Renwick and Bill Staley.

Furthermore the following office bearers were confirmed:-

- Gillian Davies - Chair
- Grace MacLeod – Vice Chair
- David Renwick – Finance Director

**6. AOCB**

The meeting had some discussion regarding future governance arrangements and concluded that the use of a sub-committee to assess and plan operational issues and assess the work undertaken against the stated aims of BWE will be taken forward.