

DRAFT Note of Annual General Meeting

Saturday, 23 November 2019, held at
1599 at the Royal College, 232-242 St Vincent Street, Glasgow, G2 5RJ

Present – Board Members

Colin Hutcheon	Interim Chair
Michael Byrne	
George Haggarty	
Lorraine Halliday	
Frank Robertson	
Kira Watson	

Apologies - Board Members

Brenda Bellando	
Lisa Bennett	
Heather Darling	Treasurer

Present – Staff

Justina Murray	Chief Executive Officer
Pam Burns	Family Support Development Officer – Young People
Rebecca Bradley	Communications Officer
Suzanne Gallagher	Helpline Development Officer
Gil Harmon	Virtual Family Support Practitioner
John Holleran	Families & Communities Manager
Ashleigh Husband	Connecting Families Development Officer
Susie McClue	Senior Connecting Families Development Officer
Colin McIntosh	Family Support Development Officer, East Dunbartonshire
Aylice Millar,	PA to CEO/Business Support Assistant
Carly Paterson,	Family Support Development Officer, Aberdeenshire
Claire Wadsworth	Senior Family Support Development Officer – Young People
Lynne Wandrum	Family Support Development Officer, Forth Valley

Present – Supporters

Individual family members and partner organisations
(approximately 40 attendees)

1. WELCOME AND APOLOGIES

Colin Hutcheon, Interim Chair, welcomed everyone to the AGM which followed immediately on from the My Family, My Rights event, presented by 'Routes' the Young Person's Project.

Apologies had been submitted by Trustee/Directors Brenda Bellando, Lisa Bennett and Heather Darling.

2. DECLARATIONS OF INTEREST

None noted.

3. NOTE OF PREVIOUS ANNUAL GENERAL MEETING

The note of the previous AGM on 10 November 2018 was approved; proposed by Susie McClue.

4. CHAIR'S REPORT

The Interim Chair, Colin Hutcheon paid tribute to Isabel McNab, who had had to stand down as Chair of Scottish Families in August 2019 due to family illness. He expressed regret that Isabel could not be at the meeting to present her final report. Colin expressed gratitude for all the work and determination shown by Isabel over her time with Scottish Families.

Colin presented a verbal report on Scottish Families' work over the past 12 months. Highlights included:

- A significant increase in the number of Helpline and Telehealth contacts received over the year – and an appeal for more volunteers
- A new Family Support Service now operational in Aberdeenshire
- The launch of 'Routes' the new support service for young people in East and West Dunbartonshire who had been at the core of the event delivered prior to the AGM.
- ['Behind the Numbers'](#) – a very moving series of films featuring family members
- An ever-increasing and effective social media presence
- Continuing engagement with hundreds of people in ALEC (Adult Learning and Empowering Communities)
- An impressive expansion of fundraising sources and, more importantly, awards granted
- The training programme and outreach work extending its reach to many parts of Scotland – including Wick!
- The exciting launch of the Family Recovery College Course which saw ten people graduating
- Representation at major events such as the Recovery Walk, Inverness; Just Festival, Edinburgh; the Dundee Hope Festival
- Involvement in the Dundee Drugs Commission; the Scottish Affairs Select Committee, Westminster; and the Scottish Government's Drug Deaths Taskforce.

Looking to the future, Colin highlighted a number of plans:

- Setting up a Scottish CRAFT Community of Practice in partnership with George Charlton
- Continuing to develop Routes, the Young Persons' project
- Looking for opportunities to extend family support provision across Scotland
- Delivering our My Family, My Rights initiative through a range of training courses and special events to highlight the inclusion of family in the Scotland's new Drug and Alcohol Strategy, [Rights, Respect and Recovery](#)
- Continuing to seek funding for a Volunteering and Befriending programme to significantly grow and develop our volunteer base and encourage more family members to become students in our Family Recovery College.

The Interim Chair stated that there is no doubt that Scottish Families is seen as a leading voice for families (in this area of work) in Scotland.

Colin continued his address, emphasising how none of the above would be possible without the financial support of our funders, including the Scottish Government, but also a large number of funders and commissioners, as well as local and personal fundraising. He stated that every contribution, large and small, is vital to the sustainability of the work of Scottish Families. He recorded sincere thanks to each and every one of our funders and commissioners.

Colin introduced a number of new staff who had taken up posts within Scottish Families in the last year:

- Pam Burns, Development Officer, Routes Young Peoples' Project
- Gill Harmon, Virtual Family Support Practitioner who had joined as maternity cover but is staying on
- Ash Husband, Development Officer, Connecting Families
- Colin McIntosh, Family Support Development Officer, East Dunbartonshire
- Aylce Millar, PA to CEO/Business Support Assistant
- Carly Patterson, Family Support Development Officer, Aberdeenshire

He also welcomed back Sarah Campbell (Fundraising Manager) and Martha Rae (Senior Virtual Support Practitioner) from maternity leave.

Before handing over to the presentation of the Treasurer's Report, Colin stated that our financial situation has improved dramatically over the last twelve months which is thanks to our CEO, Justina Murray's strong and effective leadership; the dogged determination shown by retiring Chair, Isabel McNab and the expertise of our Treasurer, Heather Darling (who was unable to attend the meeting) and he recorded grateful thanks to them.

5. TREASURER'S REPORT including Report and Financial Statements for the Year Ended 31.03.19

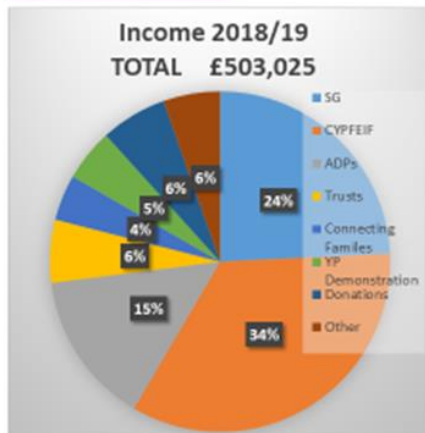
In the absence of Heather Darling, Treasurer, Michael Byrne, Trustee/Director delivered the Treasurer's report for 2018-19. He started by thanking Colin on behalf of the Board for stepping into the Interim Chair role at short notice earlier this year.

Michael stated that, overall it had been a positive year financially for Scottish Families. The organisation is not so reliant upon one source of funding, having diversified our funding streams.

Key reasons for £41.5k increase in income:

- 2 new projects / funding streams began in 18/19; Connecting Families and the YP Demonstration Project
- Increase in Donations (thank you!) and other income (fees for commissioned work)

NOTE: Scottish Government funds in the prior year included a Bereavement grant, which was not fully spent in the prior year and in part carried into 18/19 so no new grant was received from SG for this activity, instead new SG funding of £12.5k was received for Connecting Families in 18/19



Income Stream	Current year 2018/19	Prior year 2017/18
Scottish Government	121,988	145,366
CYPFEIF	172,000	172,000
ADPs	73,225	80,564
Trusts	30,082	29,750
Connecting Families (excl SG)	21,880	-
Young Persons Demonstration Project	25,000	-
Donations	31,708	19,893
Other income	27,142	13,903
Total	£503,025	£461,536



Position	Current year 2018/19	Prior year 2017/18
Surplus/(Deficit)	3,386	(79,829)

Position	Current year 2018/19	Prior year 2017/18
Level of Reserves	166,939	163,553
Restricted	18,491	43,060
Unrestricted	148,448	120,493

Prior year deficit was made up of:

- Planned expenditure from our healthy reserves of previous years including:
 - The successful 'It's All Relative' conference (Nov 2017)
 - An upgrade of our Website
- Core spending on activities due to reduced funding from SG.

The **current year** saw us end in a positive surplus position – meaning we received enough funds in the year to cover our costs overall.

However, within this there are some restricted funds, therefore £18,491 has been ring-fenced and carried into the new financial year (1 Apr 2019 to 31 Mar 2020) for expenditure on Connecting Families and Young Persons Demonstration Project work going forward.

Thank you to those who support us through donations and unrestricted funding we have grown our level of Unrestricted reserves. We now hold approximately 3 months of running costs in reserve – this is a broad guideline for charities. We are continuing our Fundraising strategy in the new year to both increase our services & activities, and boost our reserves for potential future opportunities in 2019/20 and years to come.

Following on from the success of 2017/18, we once again grew our income from donations and fundraising and, on behalf of the Board, Michael Byrne expressed thanks to everyone. He also expressed thanks to those who fund us through grants and commissioned services. We also grew this area of our work, securing additional funding for two new funding streams (Connecting Families and our Young Persons Demonstration Project, Routes).

Looking ahead to the New Year, we are now in financial year 2019-2020 with a really positive outlook. We started the year with a challenge due to late confirmation of our grant funding values, but have

now increased the value of our core grant from Scottish Government for 2019/20 which is a positive indication of the confidence and value the Scottish Government is placing in us. He expressed congratulations to the Scottish Families Team for this.

Michael advised that we have also continued our existing and new funding streams from 2018/19 and continue to look for new opportunities that would be appropriate for Scottish Families to increase our service provision and support to families.

In conclusion, therefore, the future is looking bright, financially.

6. ELECTION OF CHAIR

Lorraine Halliday, Trustee/Director stated that, as explained at the beginning of the meeting, Isabel McNab had had to step down from the position of Chair early, due to family illness. She thanked Colin Hutcheon for stepping up from Vice Chair to Interim Chair. Colin had agreed to formally take on responsibility of Chair and Lorraine asked for a proposer and seconder.

Michael Byrne proposed Colin Hutcheon as Chair
Kira Watson seconded this proposal and Colin Hutcheon was formally appointed as Chair.

The [Memorandum and Articles of Association](#) for Scottish Families states that Board Members are appointed for a three-year term, but may be re-elected for a further three-year period. On this basis, one Board member had completed her first three year term this year (Heather Darling, Treasurer) and had agreed to be re-elected.

Colin Hutcheon proposed Heather Darling be re-elected as Treasurer.
Michael Byrne seconded the proposal and Heather Darling was re-elected as Treasurer.

During the past year, four new Board Members had been appointed and it was necessary to formally appoint these members at this meeting.

The new members are:

Lisa Bennett
George Haggarty
Frank Robertson
Kira Watson

Michael Byrne proposed these individual as formal members of the Board.
The proposal was seconded by Colin Hutcheon, and the four members were formally appointed to the Board of Scottish Families Affected by Alcohol and Drugs to serve an initial three-year term.

Lorraine advised that one more Board Member is being sought to assist the Treasurer. If anyone is interested in this appointment, they should see the CEO or visit the website www.sfad.org.uk for further details.

7. ANY OTHER COMPETENT BUSINESS

No further business was raised.

8. THANKS AND CLOSE

Newly appointed Chair, Colin Hutcheon commenced his list of thanks by expressing praise and appreciation to the young people who had presented the drama, 'What About Us?' in the earlier part of the day and whose photographs had been part of the photographic exhibition.

In 'What About Us?'

Morgyn, Courtney, Chloe, Amy, Heather and Sarah (and Pam, staff member)

In the Photography Exhibition:

Sophie-Louise, Kaitlin, Madison, Amy-Louise, Caris and Lee

Colin also praised and thanked Claire Wadsworth, who as Senior Development Officer had established the Young Person's Project and, in a period of only nine months, had inspired these young people sufficiently for them to have the confidence to perform in front of what had been a large and unknown audience. This was seen as a remarkable achievement.

Colin thanked the members of the Board for the time and effort they voluntarily give to the organisation and help to ensure good governance and responsible financial accounting and a whole lot more. He expressed special thanks to those who had stood down from the Board since the last AGM, Jim Kerr, Lindsey McArthur and Kristoffer McGhee.

Colin thanked everyone involved in making today's event such a success, in particular Gary Little, the MC, again the young people; the event organising team, Claire, Colin and Ash and also, he expressed sincere thanks to everyone who had attended the event from near and far. '

In conclusion, Colin stated that we are able to look ahead with renewed optimism and confidence thanks to Justina and all staff team who work tirelessly, with enthusiasm and commitment, to provide the best possible support for families. He asked that his personal thanks and those of the Board, be put on record for all that they do for families across Scotland.