



DRAFT Note of Annual General Meeting

Saturday, 14 November 2020

By Zoom due to COVID 19 restrictions

Present – Board Members

Colin Hutcheon, Vice Chair
Heather Darling, Treasurer
Brenda Bellando
Lisa Bennett
Michael Byrne
Craig Chatwin
George Haggarty
Lorraine Halliday
James McLellan
Frank Robertson
Kira Watson

Present – Staff

Justina Murray, CEO
Scott Clements, Head of Programmes
Sarah Campbell, Fundraising Officer
John Holleran, Families & Communities Development Manager
Susie McClue, Senior Connecting Families Development Officer
Ashleigh Husband, Connecting Families Development Officer
Suzanne Gallagher, Helpline Development Officer
Martha Rae, Senior Virtual Support Practitioner
Gil Harmon, Virtual Support Practitioner
Nicole Darroch, Virtual Support Practitioner (Families as Lifesavers)
Claire Wadsworth, Senior Family Support Development Officer – Young People
Pam Burns, Family Support Development Officer – Young People
Callum Shipcott, Support Assistant – Young People
Lynne Wandrum, Senior Family Support Development Officer
Colin McIntosh, Family Support Development Officer
Carly Patterson, Family Support Development Officer
Daryl McLeister, Family Support Development Officer
Rebecca Bradley, Communications Officer
Ayllice Millar, PA to CEO/Business Support Assistant (Minute)

Present – 15 Scottish Families Supporters and Family Members

Overall Attendance – 45 participants

NOTE: This AGM took place as part of a wider 'Change Will Come online celebration and webinar. This note records the formal AGM meeting only.

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1. WELCOME AND APOLOGIES

Colin Hutcheon welcomed everyone to the meeting. All Trustees were present, therefore there were no apologies.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. NOTE OF PREVIOUS ANNUAL GENERAL MEETING

The note of the Annual General Meeting held on 23 November 2019 was approved as an accurate record, proposed by Kira Watson and seconded by Lorraine Halliday.

4. CHAIR'S REPORT – COLIN HUTCHEON

"It's hard to believe it's 12 months since our last AGM which, some of you will remember, was held in the Royal College of Physicians and Surgeons in Glasgow. No-one then could have predicted or imagined that we would be where we are today - at home! I hadn't even heard of Zoom then - but I certainly have now.

For the last couple of years we have incorporated the AGM into a more interactive event and both were very successful. The staff team have been great at coming up with creative ideas and putting them into practice but they have been sorely tested this year - thanks to Covid 19. However, they haven't let us down, and I hope you have enjoyed today's 'celebration' as much as I have. Unfortunately we were not able to include a newly commissioned work written and performed by Naomi Breeze, but the plan is still for 10 performances across Scotland whenever they can be arranged.

It has been an extraordinary year for Scottish Families and, despite significant unexpected challenges, there have been many achievements and highlights:

- We co-hosted the Dundee Hope Festival with many partners and volunteers.*
- We launched our new podcast The Scottish Recovery Show in collaboration with the Scottish Recovery Consortium.*
- We launched our #MyFamilyMyRights programme of work which included events in Glasgow, the Highlands and Fife. The programme raises awareness of the new rights outlined in the Scottish Government's Alcohol and Drug Strategy 'Rights, Respect and Recovery'.*
- We supported 1,927 family members across our support services in 2019-2020 and reached family members from all 32 council areas of Scotland.*
- Scottish Families held the Connect, Communicate, Learn and Thrive Festival this summer. Throughout July, we offered 11 different online activities for families and friends affected by a loved one's alcohol or drug use. It was an ideal opportunity for our community to stay connected and meet people not currently known to us through our day-to-day work or services. 54% of people who completed our feedback survey had never participated in a Scottish Families activity prior to the festival. We*

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reached people from 27 of the 32 council areas of Scotland and also reached people in Northern Ireland, England and the USA. We received overwhelmingly positive feedback from those who participated with 100% of people rating the sessions they attended as 'very good' or 'excellent'.

- *During lockdown we were approached by Scottish Drugs Forum to discuss the possibility of offering a Take-Home Naloxone service via our national Helpline. We quickly agreed and it went live on 22 May 2020 with immediate results. We are now able to provide our new 'Click & Deliver' take-home naloxone service to anyone living in Scotland who is over the age of 16 who may witness an overdose. It's saving lives!*
- *We established a new Family Reference Group to consult and support the 'families lived experience' representative on the Drug Deaths Taskforce (that's me!). I'm very grateful for their support although contact has been limited by Covid 19.*
- *Even during this difficult time there is much to look forward to as we continue to spread our work and influence across Scotland including new services in South Lanarkshire and Inverclyde. A successful bid for funding from the Drug Deaths Taskforce enabled us to launch our new project - Families As Lifesavers which will help to provide effective and essential support for families wherever they live. The official launch and screening of our brand-new animation, Love Makes You Family, takes place on 25 November - all are warmly welcomed and the next session of the Family Recovery College starts on Tuesday. Look out also for the latest coming together of the Virtual Choir led by Emilie Boyd - they sound fantastic and anyone can get involved.*

It is very pleasing to note that our income has increased significantly over the past financial year — by 44%! I would like to acknowledge our grateful thanks to our key funders - the Scottish Government, Corra Foundation and a growing number of Alcohol and Drug Partnerships. Fund raising efforts have also attracted significant investments from a range of charitable trusts and foundations plus generous contributions from our supporters. All these financial contributions are vital to the on-going work of Scottish Families.

The Board are very impressed by how Justina and her team are responding to the on-going challenges presented by the pandemic. Their continuing hard-work and commitment coupled with flexibility and ingenuity is ensuring that much-needed support is still being provided to families across Scotland during a particularly difficult time. I, on behalf of all Board members, offer them our sincere thanks.

Our staff team continues to grow and I am pleased to welcome Calum Shipcott, Laurie Lee Whitton, Daryl McLeister and Nicole Darroch, plus another two on the way. I hope I have an opportunity to meet them all in due course. We are losing Ash Husband though, and thank her for her great work and wish her well in her new post.

I would also like to thank the members of the Board for the time and effort they voluntarily give to the organisation, helping to ensure good governance and responsible financial accounting. Since the last AGM we were delighted to welcome two new

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members on the Board - Craig Chatwin, our new treasurer, and James McLellan. We are saying goodbye to two current members though, and we will return to this later."

Following his report, Colin handed over to the Treasurer, Heather Darling.

5. **TREASURER'S REPORT including Report and Financial Statements for the Year Ended 31.03.20**

Heather presented the report, advising that the accounts for financial year 2019-20 had been audited and were published on the website at:

<https://www.sfad.org.uk/content/uploads/2020/09/2019-20-SFAD-Report-and-Financial-Statements-SIGNED.pdf>

She advised that 2019-2020 had been a really positive year for Scottish Families, as had been outlined by Colin in his report, including financially. Following on from a successful year in 2018-2019, once again income had grown and new services had come on stream. Income from donations and fundraising again rose substantially, and Heather thanked everyone for their part in that, and she added thanks to all the Trusts, funders, service commissioners and fundraisers.

The income total in 2019-2020 had risen substantially, by 44% to almost £725,000. This had enabled an increase in the number of staff members and Board members, which meant an increase in support to families. Last year was the first year for both the Routes Young Person's Project and Connecting Families initiative. The Rights, Respect and Recovery Project also commenced last year. The Family Support services funded via Alcohol and Drug Partnerships and other sources also extended into Aberdeenshire, reflecting the growth of income in that workstream. Overall this shows a really positive picture, with services and funding expanding.

The diagrams below illustrate where the funding streams come from and how these are utilised. Heather noted it has been important to diversify and not rely too much on one main funder.

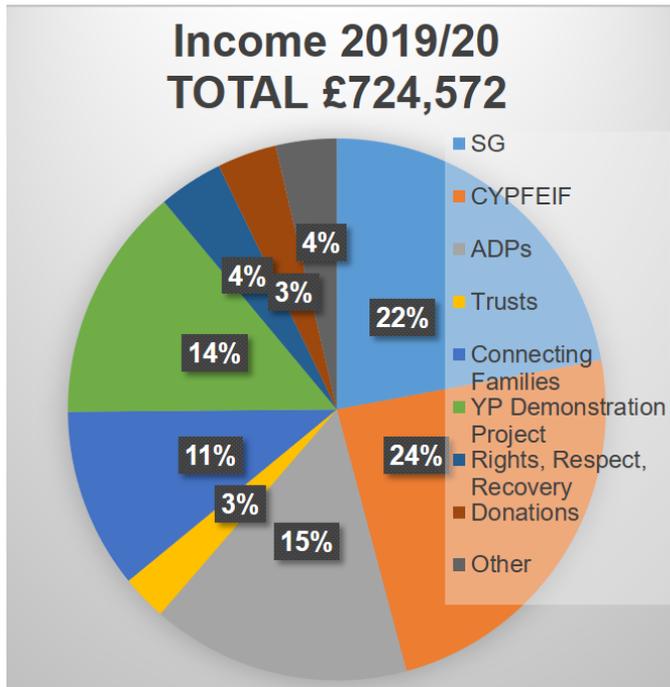
Heather advised that the financial year ended with a small surplus of £14,305 which was up from the previous year's surplus of £3,386. These figures show that most of the £724,572 income was spent on service delivery which is the aim of Scottish Families. The end of year figures show that Scottish Families has unrestricted reserve funds of £166,895 which is an excellent position to be in, as this represents around three months' service delivery costs, the figure set by the Board for minimum reserves.



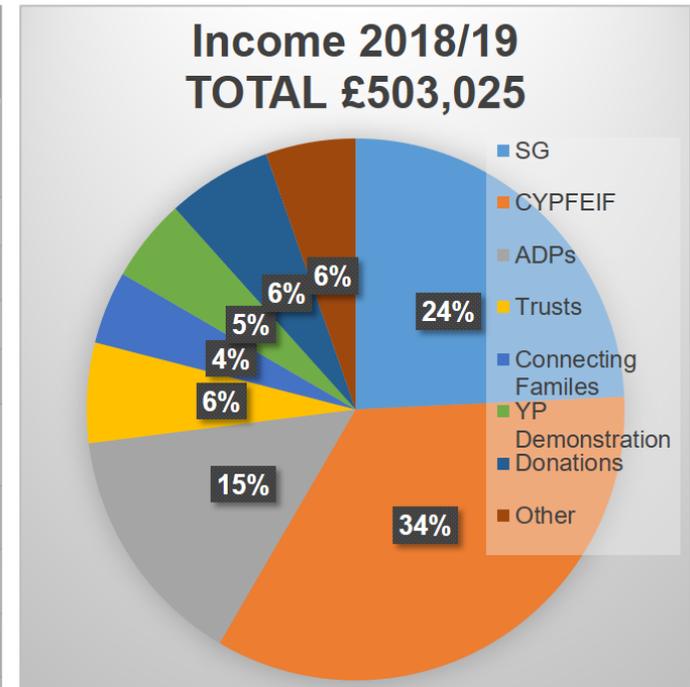
Key reasons for £222k increase in income:

- ADPs: we have a new service in Aberdeenshire (as well as Forth Valley & East Dunbartonshire)
- First full year of Connecting Families, YPDP and new RRR
- Increase in our Scottish Government core grant, which has helped our expansion of services and reach

NOTE: Scottish Government funds in the prior year included a Bereavement grant of £41k not showing in income as it was carried forward from the year before (2017/18)



Income Stream	Current year 2019/20	Prior year 2018/19
Scottish Government (core)	160,000	109,488
CYPFEIF	172,000	172,000
ADPs	112,789	73,225
Trusts	19,665	30,082
Connecting Families	77,973	34,380
Young Persons Demonstration Project	101,682	25,000
Rights, Respect, Recovery	29,047	-
Donations	25,926	31,708
Other income	26,490	27,142
Total	£724,572	£503,025



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There were no questions on the financial report presented, and Colin thanked Heather for her input.

Brenda Bellando also gave thanks to Heather for her work on the accounts and also to Colin and the rest of the team. She stated it was great to see Scottish Families on such a sound financial footing given the previous precarious situation, and it is gratifying to see that all the hard work is producing results and that funding is being achieved.

Colin thanked Brenda for these comments and acknowledged that Scottish Families had come a long way in a short time to reach this stable position, particularly in light of the currently challenging times due to COVID 19; it is good to see Scottish Families flourishing at this difficult time for charities, and this is all due to the efforts of the staff team and the excellent leadership they have.

6. BOARD MEMBERSHIP

Appointment of New Trustees

Colin invited Lisa Bennett to conduct this item.

Lisa explained that two new Trustees who had joined the Board during this past year, James McLellan and Craig Chatwin, required to be formally appointed to the Board.

Michael Byrne proposed and Lorraine Halliday seconded both James and Craig as members of the board and they were formally appointed.

Re-election of Trustees

Lisa advised that Scottish Families Memorandum and Articles of Association states that Board Members should serve a term of three years before being eligible for re-election. During this year, four members had reached their three year term:

- Colin Hutcheon
- Brenda Bellando
- Michael Byrne
- Lorraine Halliday

Brenda had indicated that she would be stepping down from the Board, and the others had opted to stand for re-election for another three-year term. Kira Watson proposed and Frank Robertson seconded the re-appointment of Colin, Michael and Lorraine and they were formally re-appointed for a further three-year term.

Retirement of Treasurer

Lisa advised that Heather Darling had indicated earlier in the year that she would be standing down from the Board of Trustees at this AGM, and her retirement was formally noted.

Appointment of New Treasurer

Craig Chatwin had been recruited to the Board in March 2020, formally appointed to the Board at this AGM, and was nominated as the new Treasurer. Craig's nomination was proposed by Colin Hutcheon, seconded by George Haggerty and Craig was formally appointed as Treasurer of the Board of Trustees.

Lisa handed back to Colin.

7. AOCB

Colin proceed with thanks to Brenda and Heather who were both retiring as Trustees of the Board.

He stated that Brenda had joined the Board in June 2017 and she had brought valuable personal and professional experience to the Board, along with a natural instinct to help others, particularly children and young people. Due to these attributes, and the contribution Brenda has made, she will be really missed by the Board, although we hope that she will not be too far from Scottish Families and still able to contribute to the work of the charity in some way. Colin stated that the Board is grateful for Brenda's input to Scottish Families. He stated that in normal circumstances he would have presented Brenda personally with a bouquet of flowers, but given the unusual circumstances we are currently in, this had been delivered to Brenda at home the previous day.

In response, Brenda thanked everyone for the bouquet which she said was absolutely beautiful and she thanked Colin for his kind words although, in jest, she said she wasn't sure she recognised herself in his comments. She said it had been a privilege to serve on the Board, both personally and professionally; it had helped her make the transition from working with the NHS to retirement, and she re-emphasised how good it was to see Scottish Families in such a stable position. Brenda thanked Colin, as Chair of the Board and Justina as CEO who, Brenda stated, had exemplified herself in terms of how she has pulled the team together; she thanked the team with special thanks for Claire Wadsworth who had been very supportive of Brenda in her Family Support Group, and to Colin McIntosh who had taken over the group. Brenda stated that she wouldn't be going far and would still be around to support Scottish Families Affected by Alcohol and Drugs, and she thanked everyone very much.

Colin then gave thanks to Heather Darling who had stood down from the Board. Heather had joined the Board in July 2016. Colin emphasised the invaluable part Heather had played in helping to steer Scottish Families through a period of significant financial challenges. Colin commented that underneath Heather's quiet exterior, there is a steely determination and a meticulous attention to detail which has served Scottish Families well in reaching a much more positive financial position. In addition, Heather recently raised money for Scottish Families herself by running the London Marathon – in Edinburgh - a fantastic achievement, and Colin thanked Heather for that. Colin stated that Heather would be a hard act to follow and everyone is very grateful for all the work

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she had done and he wished her well in the future. Likewise, Colin was unable to present Heather with a bouquet of flowers in person, as he would have wished, but she too had taken delivery of flowers the previous day.

Heather thanked Colin for his words and for the lovely flowers and card she had received. Heather said that the four and a half years she had been on the Board had passed really quickly and that, as well as all the things Scottish Families has achieved in that time, she has learned so much from being involved. She said that she couldn't be prouder of what had been achieved, and the change that had occurred since she joined Scottish Families, and she had been grateful to meet all the fellow Board Members, Staff and supporters at the usual annual meetings; she expressed thanks to them all. It had been a great experience and she looked forward to seeing from the side lines everything that Scottish Families goes on to achieve.

Everyone gave a resounding round of applause for Brenda and Heather.

Colin then closed the AGM and the 'Change will Come' celebratory event continued.