

**DRAFT Note of Annual General Meeting**

Saturday, 13 November 2021

By Zoom due to COVID 19 restrictions

**Present – Board Members**

Colin Hutcheon – Chair  
Craig Chatwin - Treasurer  
Lisa Bennett  
George Haggarty  
Lorraine Halliday  
James McLellan

**Apologies:**

Michael Byrne  
Frank Robertson  
Kira Watson

**Present – Staff**

Justina Murray, CEO  
Scott Clements, Head of Programmes  
Sarah Campbell, Fundraising Manager  
Clare Morrison, Community Fundraiser  
Susie McClue, Senior Connecting Families Development Officer  
Debra Nelson, Connecting Families Development Officer  
Suzanne Gallagher, Helpline Development Officer  
Maureen Stewart, Helpline Assistant  
Gil Harmon, Acting Senior Virtual Family Support Practitioner  
Sarah O’Hare, Virtual Family Support Practitioner  
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  
Carly Patterson, Family Support Development Officer, Aberdeenshire  
Colin McIntosh, Family Support Development Officer, East Dunbartonshire  
Kirsten Holland, Family Support Development Officer, Fife  
Lena McMillan, Family Support Development Officer, Forth Valley  
Jade Harley, Family Support Development Assistant, Forth Valley  
Daryl McLeister, Family Support Development Officer, Inverclyde  
Laurie-Lee Whitton, Family Support Development Officer, South Lanarkshire  
Rebecca Bradley, Communications Officer  
Rebecca McColl, Policy and Research Assistant  
Aylice Millar, PA to CEO/Business Support Assistant (Minute)

**Present – 18 Scottish Families Supporters and Family Members**

**Overall Attendance – 46 participants**

*NOTE: This AGM took place as part of a wider webinar, ‘A Morning with Scottish Families and Friends’. This note records the formal AGM meeting only, a separate report and [webinar](#) is available on the items presented before and following the AGM*

## Item

### 1. WELCOME AND APOLOGIES

Colin Hutcheon welcomed everyone to the meeting. Apologies were recorded.

### 2. DECLARATIONS OF INTEREST

Lorraine Halliday and James McLellan declared an interest in that they are both employees of the Scottish Government, one of our funders.

### 3. NOTE OF PREVIOUS ANNUAL GENERAL MEETING

The note of the Annual General Meeting held on 14 November 2020 was approved as an accurate record, proposed by Lisa Bennett and seconded by George Haggarty.

### 4. CHAIR'S REPORT – COLIN HUTCHEON

Another year has flown by, and we are all getting used to living with the pandemic and using Zoom. Holding a virtual AGM/Event doesn't feel so risky now and I thought last year's was a great success. I hope you enjoyed the earlier contributions today - I certainly did.

If you attended the AGM last year, a lot of what I'm going to say will sound familiar as Scottish Families have continued to flourish and grow, while many other charities have struggled. Over the past year, families affected by substance use and their loved ones, have really struggled to access support from many services just when they needed them most. In contrast, it is incredible how Scottish Families have responded to new challenges and ensured our services, such as the Helpline, Telehealth and Bereavement support continued to be fully available. Local family support groups immediately moved online and help was given to make sure everyone was able to connect, including providing digital devices. 'Stay in the Hoose' packs were delivered including craft materials, cooking ingredients and utensils, yoga mats and books to help keep people connected and supported. This programme is ongoing, and we are hugely grateful to all those funders who have helped us deliver this support.

As always, there are too many significant achievements to mention them all but I would like to highlight a few:

As we heard earlier, Scottish Families were winners at the SCVO Charity Awards in the Pioneering Project category for our Click and Deliver Naloxone. This ground-breaking initiative has literally been a life-saver and most of the credit must go to Suzanne Gallagher who has done a fantastic job delivering hundreds of kits from her own house.

We also launched our new project Holding On (originally named Families as Lifesavers) in February 2021. The project works with family members who are deeply concerned about their loved one's substance use with a particular focus around drugs. The project is funded by the Drug Deaths Taskforce and delivers a bespoke package of intensive support for the family, depending on their specific situation and the early signs are very encouraging.

If you haven't already done so, I encourage you to read the [20/21 Impact Report](#) on Scottish Families' website which provides details of all the great work that is going on,

## Item

and the significant impact it has on an increasing number of people across Scotland. The impressive data is evidence of the high-quality and tireless work of Justina and the entire team and I, on behalf of the Board, offer our sincere appreciation and congratulations.

It's always a pleasure to welcome new members of the staff team and, as you have probably noticed, this has been a bumper year.

- **Lena McMillan, Gillian McHendry and Jade Harley** - who all joined the Forth Valley Family Support Team
- **Alison Fleming and Sarah O'Hare** - who joined us to cover Martha and Nicole's maternity leave, and who are delivering our Holding On and Telehealth services
- **Eve Lyall and Maureen Stewart** - who joined as Helpline Support Assistants (Maureen started this week so very new!)
- **Debra Nelson and Richard (Tich) Watson** - who joined our Connecting Families team
- **Rebecca McColl** - who joined as Policy and Research Assistant
- **Clare Morrison** - who joined as Community Fundraiser
- **Kirsten Holland** - who joined to launch our new Fife Family Support Service in July 2021

I look forward to having the opportunity to meet you all face-to-face - whenever that might be!

I must also mention John Holleran, our Connecting Families Manager, who moved on to lead North Lanarkshire ADP in April 2021. John was one of our most experienced members of staff, highly respected and much-liked by the many family members who knew him and he will be sorely missed, but we wish him well in his new post.

'It's very pleasing to note that our income has increased significantly over the past financial year' - that's actually a quote from my report last year so I am particularly pleased to be able to repeat these words today. Our treasurer, Craig Chatwin will provide more details shortly, and Sarah Campbell will also be speaking about fundraising.

Meanwhile, 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. Fundraising 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.

Finally, I would like to take this opportunity to thank all the members of the Board for the time and effort they have given to Scottish Families, sharing their knowledge, skills and experience to help sustain the remarkable recent success of the organisation. Despite the persistent challenges of time-limited funding, I'm convinced we can look forward with confidence.

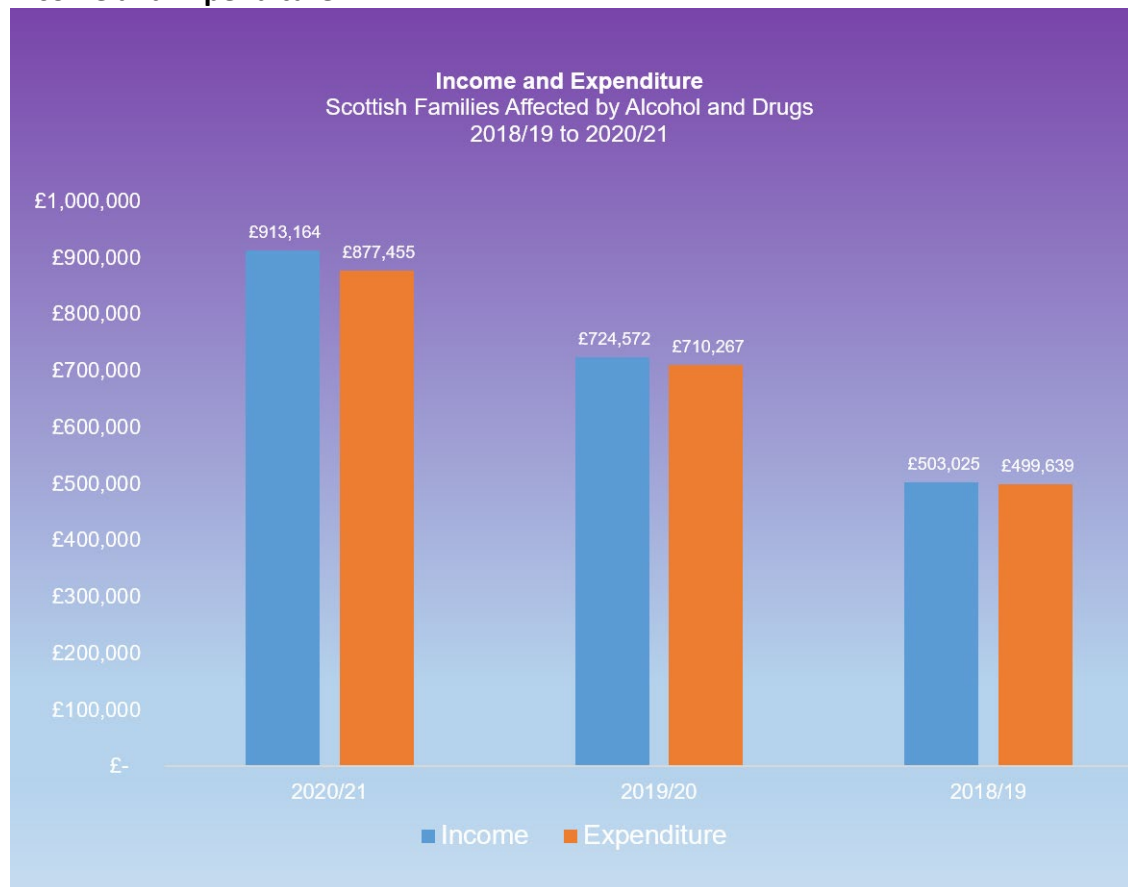
**Item**

**5. TREASURER’S REPORT for the Year Ended 31.03.22**

Craig Chatwin, Treasurer began by stating how proud he is to be associated with each and every one at Scottish Families. He said the Team is a truly exceptional, and now, an AWARD-WINNING Team. Craig has worked with a number of firms in his career and he said that he thinks that Scottish Families are truly exceptional. We make a difference to the lives of people and families across Scotland, and there are not many people who can say that when they go to work in the morning.

Craig thanked the whole Scottish Families Team, and partners and funders, stating, your continued support is very much appreciated.

**Income and Expenditure**



Craig continued, the growth in the Charity’s funding is testament to your ability, and also the quality of the work you do, and the ability to make a difference to the families you support.

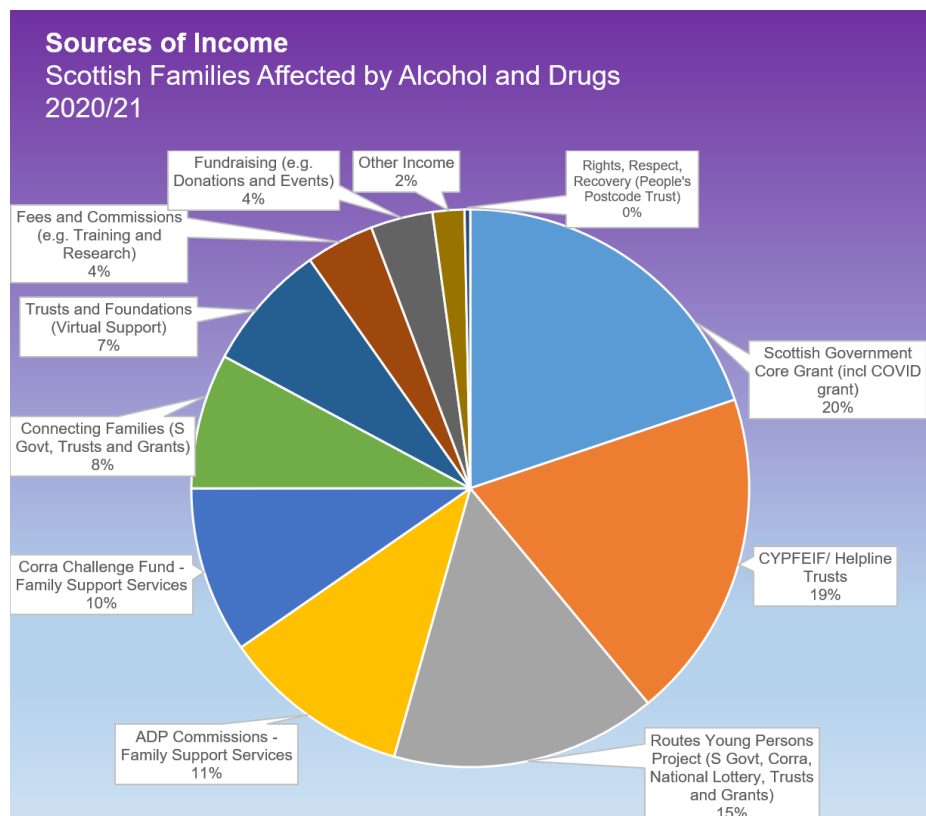
As you all know, the competition for funding is fierce and the fact that you are growing your funding so significantly is proof that you are a trusted charity to deliver support services across Scotland.

Your brilliance, which I see when I listen to Justina at the Board meetings, others are also recognising, is demonstrated by the increase in funding. The results just speak for themselves – they are phenomenal, and your reach across Scotland is growing all the time, which is fantastic.

**Item**

He continued, you can see how the additional funding has allowed Scottish Families to grow the Team and to increase the services' reach across Scotland and the families affected by alcohol and drugs, which is great.

<b>Sources of Income 2020-21</b>	<b>2020/21</b>
Scottish Government Core Grant (inc COVID grant)	£181,300
CYPFEIF/ Helpline Trusts	£174,831
Routes YP Project (S Govt, Corra, National Lottery, Trusts & Grants)	£140,650
ADP Commissions - Family Support Services	£99,918
Corra Challenge Fund - Family Support Services	£88,101
Connecting Families (S Govt, Trusts and Grants)	£71,602
Trusts and Foundations (Virtual Support)	£67,780
Fees and Commissions (e.g. Training and Research)	£36,285
Fundraising (e.g. Donations and Events)	£32,876
Other Income	£16,821
Rights, Respect, Recovery (People's Postcode Trust)	£3,000
<b>TOTAL</b>	<b>£913,164</b>



The largest source of income continues to be from the Scottish Government and Craig thanked them for the support for the services Scottish Families provides.

The Scottish Government grant of £181,300 included £30,000 which was provided as an emergency response to COVID which allowed Scottish Families to act quickly and

## Item

efficiently, to support families during the pandemic. Some this funding was used for digital equipment for families.

Craig stated he had already recognised the importance of funders and their continued support, not just in the last year, but in previous years also, but as Colin had mentioned already, he thanked the fundraisers for their exceptional work, Sarah Campbell, Fundraising Manager and more recently Clare Morrison, our Community Fundraiser – very well done to you; you have done an excellent job.

Scottish Families secured 45 specific and restricted grants in 2020/21 which is just phenomenal.

Looking forward, there is more good news to share as we are forecast to grow the funding this year to over £1 million, which again just continues to show how exceptional you all are at delivering family support services across Scotland.

### Financial Position

Position	2020/21	2019/20	2018/19
Surplus/ Deficit	£35,709	£14,305	£3,386

Level of Reserves	2020/21	2019/20	2018/19
Restricted	£11,516	£14,349	£18,491
Unrestricted	£205,437	£166,895	£148,448
<b>TOTAL</b>	<b>£216,953</b>	<b>£181,244</b>	<b>£166,939</b>

For the third year running we've ended in a surplus position which is welcome. The current year saw us end in a positive surplus position of £35,709.

This means we received enough funds in the year to cover our costs overall, but also that we've spent almost all the £913,164 income received this year on providing services and support for families.

Within the remaining surplus there are some restricted and designated funds, which we have ringfenced to carry forward for our Routes Young Persons project, developing the management of our local family support services, and for one of our local services where there was a specific donor request about how funds were used.

We also hold approximately three months of running costs in reserve – this is a broad guideline for charities, and helps give us assurance and stability in the face of time-limited funding.

This also highlights how well the finances are managed, and Craig reassured everyone that having been the Treasurer now for the past year, the way in which he sees the finances being managed within Scottish Families is exceptional – well done to the whole team for that.

## Item

Finally, Craig said that it is an absolute pleasure to be the Scottish Families Treasurer and he is excited to see how we grow and develop the team to innovate and provide support services to families across Scotland. The numbers speak for themselves, we have grown significantly in funding over the last three years and the next three years are going to be just as exciting for the organisation. Well done to all.

The Annual Accounts are available on our website [here](#).

## 6. BOARD MEMBERSHIP

Craig handed back to the Chair, Colin who introduced the board membership item and asked James McLellan to lead on the item.

James agreed how inspirational it was to see the work that Scottish Families is doing. He advised that Scottish Families' Memorandum and Articles states that all Board Members should serve an initial three-year term and are then eligible for re-election for a further three-year term.

In February 2022, three board members will reach the end of their initial three-year term. They had intimated that they were happy to stand for re-election to the Board for a further three-year period.

Lorraine Halliday proposed and Craig Chatwin seconded:

Lisa Bennett  
George Haggerty  
Kira Watson

for re-election to the Scottish Families Board and all three were appointed for a further three-year period (2024).

## 7. AOCB

Colin advised that no further business had been proposed, and he then closed the meeting and 'A Morning with Scottish Families and Friends' event continued.