



**ANNUAL GENERAL MEETING  
SATURDAY, 19 NOVEMBER 2022  
STIRLING COURT HOTEL, UNIVERSITY OF STIRLING, FK9 4LA**

**Present**

Colin Hutcheon - Chair  
Craig Chatwin - Treasurer  
George Haggarty  
Lorraine Halliday  
Guido Noto La Diega

**Apologies**

Lisa Bennett  
Kaye Forsyth  
James McLellan  
Frank Robertson  
Rachel Walker  
Andrina Watson  
Kira Weir

**In Attendance**

Justina Murray, CEO  
Aylice Millar, PA to CEO/Business Support Assistant (Minute)  
Staff and Family Members/Friends of Scottish Families

### Agenda Item

#### 1. WELCOME AND APOLOGIES

Chair of the Board of Trustees, Colin Hutcheon, welcomed everyone to the Annual General Meeting which was being undertaken as part of the event, 'Oot and Aboot with Scottish Families'. Colin commented on how welcome it was to be meeting in person after a number of online meetings.

Apologies from members of the Board were noted, as above.

#### 2. DECLARATIONS OF INTEREST

Lorraine Halliday declared an interest in that she is an employee of the Scottish Government, one of Scottish Families' funders.

#### 3. DRAFT NOTE OF ANNUAL GENERAL MEETING – 11 NOVEMBER 2021

The note of last year's AGM which had been held online were approved, proposed by George Haggarty, and seconded by Lorraine Halliday.

#### 4. EVENT REPORT: 'A MORNING WITH SCOTTISH FAMILIES AND FRIENDS', 13 NOVEMBER 2021

A report on the annual event which had taken place last year alongside the AGM was noted.

## 5. CHAIR'S REPORT

Colin Hutcheon, Chair, delivered the following report:

*After two years of 'Zooming' it's great to be back together again, face-to-face. Virtual meetings do have their advantages, as many of you have learned, and they will continue to be an effective platform for connecting people from all-over Scotland. Connecting families has never been more important, having struggled through a pandemic and now facing serious financial challenges, not of their making. All of this in addition to the daily stresses and struggles they and their loved ones are confronted with.*

*Over the past 12 months, as we began to see some light at the end of a long, dark tunnel, Scottish Families have continued to provide a beacon of hope and comfort to many families across Scotland. This despite the considerable challenges staff have had to deal with. SFAD will be 20 years old in 2023 and it is remarkable what they have achieved, particularly in the last few years. Their success has been recognised nationally when we were nominated in the Scottish Charity Awards for Charity of the Year and, even better, our incredible team member Claire Wadsworth, won the Employee of the Year Award. And if this wasn't enough, we were chosen from more than 350 charities across the UK as one of the ten winners of the 2022 GSK Impact Awards - receiving a tidy £40,000 prize.*

*There are too many examples of the great work of Scottish Families to mention here but I strongly recommend that you read their Impact Report for 2021-22, appropriately titled ['Changing Lives and Saving Lives'](#). It is an impressive and moving summary of the great work going on and the obvious impact it has on so many families throughout Scotland. On behalf of the Board, I offer our grateful thanks and congratulations to Justina and the whole team.*

*As you may know the Scottish Government's Drug Deaths Taskforce completed its deliberations this Summer and as the sole family representative on the Taskforce I am well aware of the current sense of frustration and disappointment that many of you have about the lack of visible change. I would urge you to read ['What About Families'](#) which was published by Scottish Families Family Reference Group on the same day as the Taskforce's final report. I remain hopeful that if the recommendations are fully implemented, we will see improvements. I would like to take this opportunity to thank Justina and the family members who have given me invaluable feedback and support throughout the life of the Taskforce. While the focus was on drug related deaths it is important to remember the devastating widespread impact of alcohol in Scotland; a further 1245 families lost a loved one through alcohol last year!*

*The Scottish Families team continues to grow at quite a remarkable rate, and I am pleased to welcome those who have joined us over the past year:*

- *Shana Lord, who joined our Communications team two days after our last AGM!*
- *Angela Rushton-Clark, Charli Shand and Jess Goddard, who joined our Routes team in June, and Anna Littlejohn who then joined Routes last month.*
- *Yvonne Lasic and Maria Fernandez who joined our Fife team, also in June.*
- *Candice Napier who joined our Inverclyde team on the same day (June was busy for new arrivals!)*

- *Rodrigo Reis who is our newest arrival, joining our Forth Valley team at the end of October.*

*Scottish Families continue to enjoy a period of unprecedented growth which is reflected in our significantly increased income and widening range of funders. We are grateful for all their contributions and, particularly, those of the Scottish Government and the Corra Foundation. This financial support is vital to the development and expansion of our efforts to reach and help more families across Scotland. Our treasurer, Craig Chatwin, will provide further details in a few minutes.*

*I would like to take this opportunity to thank all the members of the Board for their time, effort and significant contributions to the successful management of Scottish families. Again, there will be more details later in the agenda.*

*We can look forward to the year ahead with confidence as we consolidate our core work and develop new initiatives to reach out to families across Scotland and provide help and support to more people who are struggling with a loved one’s substance use and often many other challenges.*

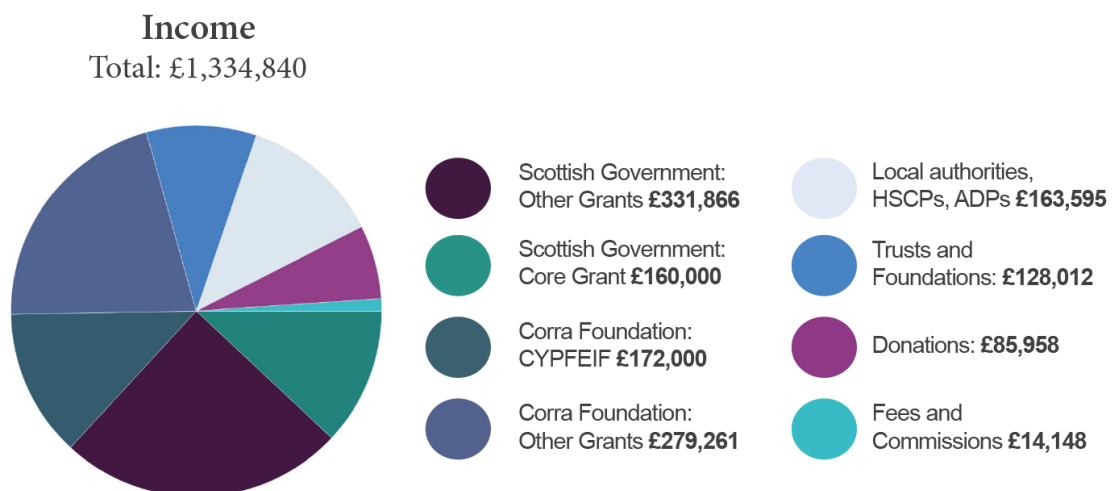
*Finally, as this is my last AGM, it is particularly pleasing to know that Scottish Families is in good hands and will continue to thrive. It’s been a challenge, a pleasure and a privilege and I will always be proud to be associated with such an amazing and vital Charity.*

## 6. TREASURER’S REPORT

Craig Chatwin, Treasurer presented a report on the finances of Scottish Families for the financial year 2021-2022.

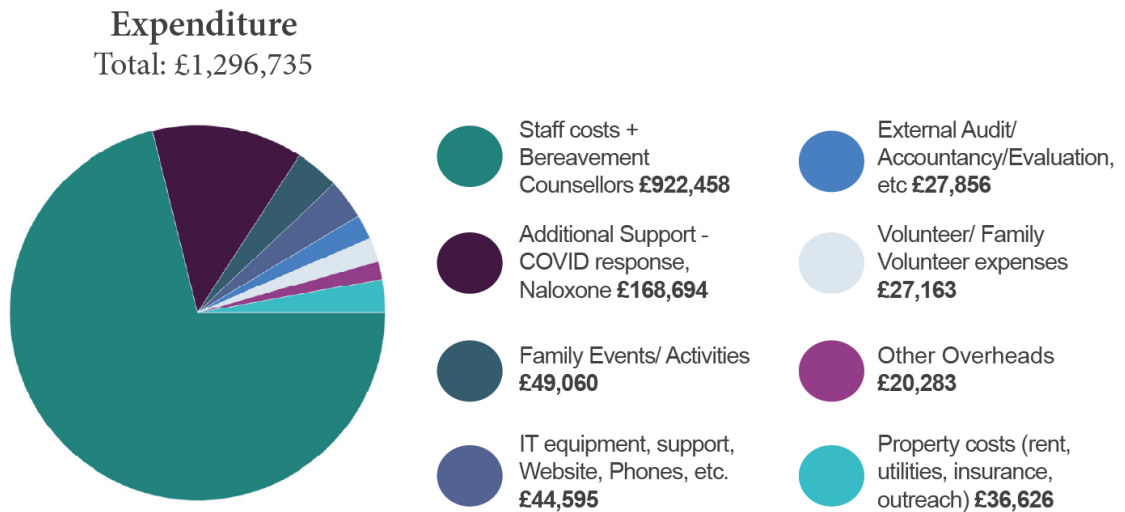
### 6.1 Income

Craig advised that the total income for the year was £1,334,840 which had been received from the various funders and donors given below, a combination of 39 different funders across public, private and charitable sectors.



## 6.2 Expenditure

Annual Expenditure was £1,296,735, as illustrated below:



## 6.3 Income Trends

Craig illustrated how income trends had risen over the last five years, from £461,536 in financial year 2017/18 to this latest year's level of £1,334,840.



## 6.4 Expenditure trends

Over the same five-year period, expenditure increased from £541,365 in 2017/18 to £1,296,852 in year 2021/22 - a 140% increase.

Scottish Families' single largest cost is for staff, but without that investment, there would be no staff, therefore no services! The second largest expense (13%) is for the Click and Deliver naloxone service. This includes paying for naloxone kits and delivery of these, as well as other Additional Support such as additional counselling for family members under pressure.



## 6.5 Donations

Donations have also risen over the five-year period:

Income from Donations	
Financial Year	£
2021/22	85,958
2020/21	32,876
2019/22	25,926
2018/19	31,708
2017/18	19,893

In June 2021 we recruited a Community Fundraiser (Clare Morrison) to join our existing Fundraising Manager (Sarah Campbell) and we can already see the benefit of this investment.

Craig praised both of them for this fantastic fundraising growth, recognising the fundraising climate is increasingly challenging due to the cost-of-living crisis.

## 6.6 Staff Numbers

There has also been a rise in staff numbers:

Increase in Staff Numbers	
Financial Year	No. of Staff
October 2022	35
March 2022	31
March 2021	22
March 2020	17
March 2019	15
March 2018	12

Craig noted his thanks to the Scottish Families staff team for the tremendous job they do.

## 6.7 Reserve Funds

Craig reported that for the fourth year running finances ended in a surplus position. This means we received enough funding to cover our costs overall, but that we spent almost all of the income received on provision on services and support for families.

Within our Reserves (which includes the 2021/22 surplus), there are some restricted and designated funds which must be spent on specific activities.

Scottish Families aims to hold approximately 3 months' running costs in reserve – a broad guideline for all charities. This helps to give assurance and stability in the face of time limited funding.

Total Reserves at the end of 2021/22 are:

Restricted Funds	£4,530
Unrestricted Funds	£250,411
<b>Total Reserves</b>	<b>£254,941</b>

## 6.8 Funders

Craig reported that Scottish Families has over thirty-nine different funders from whom we have received multiple grants, including the Scottish Government, Corra Foundation, Cash for Kids, and others, so there are many more income streams. This gives some insight into how complex charity accounting can be, and how all our funders play a vital role in supporting families – from the smallest donation to the largest financial contribution.

Craig recorded his thanks to all of them and stated that the work the team carries out is phenomenal!

A summary of the accounts is also available at:

[2021-22-AUDITED-ACCOUNTS-FINAL-SIGNED.pdf \(sfad.org.uk\)](#)

## 7. BOARD MEMBERSHIP

### 7.1 Re-election and endorsement of new Trustees

George Haggarty, Board Trustee, stated:

Our Memorandum and Articles of Association states that all Board members serve an initial three-year term, and they are then eligible for re-election for a further three-year term.

During the course of this year, one Board member reached the end of his initial three-year term, and two Board members will shortly do so (in March 2023). They are:

- Frank Robertson
- Craig Chatwin
- James McLellan.

Frank and James have indicated they are happy to stand for re-election to the Board for a further three-year term.

Craig has notified us that he is planning to step down from the Board at the end of his three-year term in March next year.

Both Frank and James were re-elected as Trustees of Scottish Families Affected by Alcohol and Drugs, proposed by Lorraine Halliday and seconded by Craig Chatwin.

During the course of this year, four new trustees have joined our Board. They are:

- Kaye Forsyth
- Andrina Watson (both joined January 2022)
- Rachel Walker
- Guido Noto La Diega (both joined October 2022)

We would like to formally endorse their membership of the Board at this AGM. All four Trustees were endorsed, proposed by Lorraine Halliday, and seconded by Craig Chatwin.

**8. ANY OTHER COMPETENT BUSINESS – None raised.**

**9. THANKS AND CLOSE OF AGM**

The meeting was closed with thanks to everyone for attendance and input.