

Annual General Meeting
6.00pm Saturday 26th May 2018
Cranham Scout Centre
Cranham, Gloucestershire GL4 8HP



4th May 2018

Dear Member,

We are delighted to invite you to attend the Max Appeal AGM for the FY 2016 – 2017, which is to be held at the Cranham weekend camp. You are welcome to join us just for the AGM, stay on for the BBQ or book for the whole weekend.

Please find enclosed the draft minutes from the 2015-2016 AGM, Max Appeal chairman's report, financial review and statement of financial activities for the year ending August 2017. If you would like to see the full financial report please do not hesitate to contact us.

If you are not attending the day a postal voting form is enclosed or you can use the on-line form at: <https://www.surveymonkey.com/r/MaxAppealAGM>

If you would like to become a trustee of Max Appeal or have any queries regarding the conference, AGM or any other issues then please email info@maxappeal.org.uk or call 0300 999 2211.

Kind regards

Rachel Boyle
Secretary to the Trustees

Max Appeal
ANNUAL GENERAL MEETING YE 31st August 2017
6.00pm Saturday 26th May 2018
Cranham Scout Camp, Cranham, Gloucestershire, GL4 8HP

Agenda

1. Welcome
2. Presentation of Executive Committee
 - Resolution 1 – Re-election of trustees
3. Proposed New Executive Committee member
 - Resolution 2 – Election of new trustee
4. Presentation of Honorary Officers
 - Resolution 3 – Election of Chairman, Treasurer and Secretary
5. Presentation of Chairman's Report, Treasurer's Report and Accounts
 - Resolution 4 – Acceptance of report and re-appoint MA Jordan as independent financial examiner for FY 2017/208
6. Any Other Business

Max Appeal
ANNUAL GENERAL MEETING YE 31st August 2016
Sunday 20th July 2017
Wadecar Camp, Preston

Draft Minutes

1. Welcome

J Wootton welcomed everyone to the meeting. The meeting was declared quorate. Previous minutes were accepted by the members.

2. Executive Committee were presented

Caroline Lonsdale, Martin Kennedy and Sarah Goodyear were re-elected as trustees

3. New Executive Committee Member

Tracey Hennighan, a parent member was elected as a new trustee.

4. Honorary Officers were presented

Honorary Officers were elected: Chairman: Julie Wootton. Secretary: Rachel Boyle
Treasurer: Paul Wootton

5. Chairman's, Treasurer's report and accounts were presented

The 1st September 2016 to 31st August 2017 Report and Accounts were accepted and MA Jordan was re-appointed as independent financial examiner for FY 2016/17.

5. Any Other Business

J Wootton thanked Trustees, Volunteers and staff: Claire Hennessey, Steph Jasper and Julie Jones for their endeavours throughout the year and those undertaking the many fundraising and family activities that the Max Appeal membership find so helpful.

There was a good discussion about how Max Appeal could improve upon services and information. It was felt that a youth council to empower teens and young adults to participate in activities would be very beneficial to existing members and those to follow.

Date of next AGM TBA.

Meeting closed.

Chairman's Report FY 2016/17

Year on year Max Appeal grows, whether that is in terms of income, membership and activities undertaken. So I am delighted to report another successful year for Max Appeal and those with 22q11DS across the whole of the UK and abroad.

Over the course of this year we continued to offer a range of services to our membership including family activities, high quality information, family support and small family grants. All of this was made possible by the support from our members and supporters who have once again raised the majority of our £89,000 income and without this continued input, we would be unable to provide the services we do.

The trustees are regularly updated with an income and expenditure position with a mindful eye towards risk and financial exposure against performance and service provision. We are also fortunate to have a team of staff based in Stourbridge and Bristol who are passionate about Max Appeal and dedicated to the work of the charity. Our volunteers also do us very proud, in terms of offering services and support to fundraisers and our family activities including 22q at the Zoo and Camp weekends.

The 22q11 syndrome APPG (All-Party Parliamentary Group) continues to influence MPs and we thank all our MPs. who range the whole of the UK, but particularly our Chair David Duguid MP, Member for Banff and Buchan. Our train, the Max Appeal Express, is regularly seen traversing the Great Northern Line, which causes much excitement and pride to our families. The 22q11 Awareness Week was again successful with continuous twitter and facebook feeds which resulted in many hundreds of thousands of hits, likes, reaches, comments, replies, re-tweets and favourites being achieved.

Our information continues to be under the Information Standard kite mark. The basis of Max Appeal information is drawn largely from the highly acclaimed National Consensus Document of the Diagnosis and Management of 22q11DS instigated by Dr Dinakantha Kumararatne, consultant immunologist at Addenbrooke's Hospital and Max Appeal trustee.

Max Appeal has a good reputation with its membership and enjoys excellent professional relationships with medical teams and researchers. Max Appeal acts as the secretariat to the 22q11.s Society, which is the international society for medics, researchers and other professionals with an expertise or interest in 22q. This standing has taken many years to achieve and is due to the dedication of a very small team of part-time staff, trustees and volunteers, and the experts in 22q11DS who have a passion and drive to forward the improvement of knowledge of the condition and services for families. We are delighted to be able to offer a presence and input into some of the specialist clinics that exist around the UK.

Max Appeal's vision is of a society where children and adults affected by 22q11DS are valued and able to fulfil their potential.

Financial Review FY 2016/17

Thanks to the generosity of our members and supporters Max Appeal generated total income of £89,023 (2016:£90,210).

INCOME

General Donations at £75,295 represented an increase of £3020 on 2016 (£72,275). Our members and supporters continue to participate in a variety of fund raising activities raising £11,233 (2016:£14,869) representing a decrease of £3,636 on 2016. Max Appeal did not receive any grants during the year. Gift Aid continues to be a valuable source of income and is obtained in two ways; from donations made via Just Giving and Virgin Money Giving and from our general donations which is claimed directly from HM Revenue and Customs. We now claim Gift Aid at the end of the financial year rather than the end of the tax year. For the year under review we are showing Gift Aid of £2,495 (2016:£2,900).

EXPENDITURE

As in previous years we have continued to provide all of our literature, handbooks, leaflets, newsletters and telephone headlines free of charge to our members, the medical profession and the general public. For the financial year under review printing, postage and stationery costs decreased, amounting to £4,791 as against £9,088 for 2016. By way of comparison phone and website costs decreased also to £6,672 as against £7,357 for 2016. We will continue to review our website and database functions, so as to ensure that we add and develop new functions as the needs arise.

One of our ongoing objectives is to increase the amount of information we distribute electronically via email or over the web to reduce the cost of printing and postage, we hope that over time this will reduce our running costs. The regular monthly E-Zine publication now enables Max Appeal to regularly update members on activities and events etc without the need to incur substantial printing and postage costs.

Office costs amounted to £3,230 (2016:£5,257). Wages and salaries at £28,556 showed an increase of £4,751 on 2016 (£23,805), this is due to an additional member of staff being employed. Expenses on charitable activities were £1,419 lower at £26,743 (2016:£28,162). Conference costs at £13,974 represented a £4,599 increase from 2016 (£9,375).

Total expenditure for the year amounted to £96,257 representing a £6,206 increase as compared with £90,051 in 2016.

ASSETS

The accounts for the year show a net deficit of £7,234 as compared with a net surplus of £159 in 2016. As a result retained funds decreased to £7,772 as compared with £15,006 (2016) of which the whole amount is unrestricted.

The assets of Max Appeal are held in cash which is deposited with CAF Bank. CAF Bank is authorised and regulated by the Financial Conduct Authority (FCA) and is a member of the Financial Services Compensation Scheme which covers deposits up to £85,000 in the event of the insolvency of the bank.

Statement of Financial Activities

31st August 2017

		2017		2016
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	4	77,790	77,790	75,175
Other trading activities	5	11,233	11,233	15,034
Investment income	6	–	–	1
Total income		<u>89,023</u>	<u>89,023</u>	<u>90,210</u>
Expenditure				
Expenditure on charitable activities	7,8	96,166	96,166	90,051
Other expenditure	9	91	91	–
Total expenditure		<u>96,257</u>	<u>96,257</u>	<u>90,051</u>
Net (expenditure)/income and net movement in funds		<u>(7,234)</u>	<u>(7,234)</u>	<u>159</u>
Reconciliation of funds				
Total funds brought forward		15,006	15,006	14,847
Total funds carried forward		<u>7,772</u>	<u>7,772</u>	<u>15,006</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

MAX APPEAL - AGM



Resolution 1 **Re-election of Trustees**

The following trustees are retiring from the Executive Committee:

Julie Wootton - Member proposed for re-election

Rachel Boyle - Member proposed for re-election

Resolution 2 **Election of New Trustee**

The following professional member, co-opted at Trustees meeting on 20th January 2018, is being proposed for election as a new member of the Executive Committee:

Maria Rogdaki - Proposed by Julie Wootton. Seconded by Dinakantha Kumaratne

Resolution 3 **Proposed Honorary Officers**

Chairman: Julie Wootton

Secretary: Rachel Boyle

Treasurer: Paul Wootton

Resolution 4 Acceptance of the 1st September 2016 to 31st August 2017 Report and Accounts, and re-appoint MA Jordan as independent financial examiner for FY 2017/18.

AOB Please let us know of any issues you wish to bring to the attention of the members and executive committee (please use a separate sheet of paper or email julie@maxappeal.org.uk).



Voting Return Slip

	For	Against
Resolution 1		
Resolution 2		
Resolution 3		
Resolution 4		

Name: _____

Email: _____

Tel: _____

Please indicate your vote. Date: _____

New Trustees are very welcome! Complete these details to nominate yourself or someone else as a trustee:

Name: _____

Address: _____

_____ Post Code: _____

Tel: _____

Email: _____

Nominations must be proposed and seconded by two other members of MAX APPEAL:

Proposed by: _____ Tel: _____

Seconded by: _____ Tel: _____

Please contact us for advice on the responsibilities of being a trustee.

Nominations for the Executive Committee of Trustees must be received 14 days prior to the AGM.

The Secretary, Max Appeal, 15 Meriden Avenue, Stourbridge, DY8 4QN



MAX APPEAL YOUTH ACTIVITY WEEKEND

25 - 28TH MAY, 2018

CRANHAM SCOUT CENTRE, CRANHAM, GLOUCESTERSHIRE, GL4 8HP

Max Appeal invite you to attend a youth activity weekend for 7 – 25 year olds based in the beautiful Cotswold Hills to help the young people relax and enjoy some time together and it is an opportunity to meet other children and young people affected by 22q.

The theme of the weekend is building confidence and self-esteem, working in teams and having fun. We are providing activities for all abilities in a safe environment. Activities include; archery, shooting, grass sledging, traverse wall, explorers walk, team games, crafts, bush craft, dam building and challenge course.

Max Appeal!

BOOKING FORM AVAILABLE SOON FROM THE MAX APPEAL WEBSITE, PLACES LIMITED AND ACTIVITIES SUBJECT TO CHANGE BY THE ORGANISERS. ENQUIRIES CLAIRE@MAXAPPEAL.ORG.UK