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**Minutes of Autism Bedfordshire's 27<sup>th</sup> Annual General Meeting (AGM)**  
 Wednesday 17<sup>th</sup> October 2018 @ 7.00 to 9.00 pm  
 Rufus Centre, Flitwick

MEETING CALLED BY:

Board of Trustees: Lainey Montgomery (Chair), Jeff Bulled (Finance Director), Peter Scott (Secretary) and Philip Delafield.

AGENDA ITEM	CONTENT NOTES
1. Welcome and Apologies	<p>Lainey Montgomery, on behalf of the Trustees, welcomed all the attendees to Autism Bedfordshire's AGM.</p> <p>The attendees included AB members, non-members, practitioners and Elvira Doghem-Rashid who was our guest speaker for the evening.</p> <p>Lainey advised that the full Annual Report and flyers for the 2017/2018 Financial Year were available for everyone to read.</p> <p>Lainey confirmed that we have a quorum of Trustees to formally hold the AGM.</p>
2. Elections:	<p>Lainey advised that we were delighted to meet Pamela Wrest in February and invited her to join the Board of Trustees. Peter Scott proposed that Pamela be formally appointed as a Trustee and Philip Delafield seconded the proposal and the appointment was agreed unanimously.</p>
3. Minutes of Last Meeting	<p>Minutes from the last AGM held on 3rd October 2017 were proposed by Cathi Grover and seconded by David Grover and unanimously agreed by the meeting.</p>
4. Matters Arising	<p>There were no matters arising.</p>
5. Review of the year April 2017 to March 2018 - Lainey Montgomery (Chair)	<p>Lainey gave a review of the year 2017/2018.</p> <p>It has been another successful year for AB, with the charity seeing:</p> <ul style="list-style-type: none"> <li>• More children, young people and adults with autism being supported</li> <li>• More adults gaining employment and more maintaining their employment</li> <li>• More parents trained than ever before</li> </ul> <p>Highlights:</p> <ul style="list-style-type: none"> <li>- <b>Children's Services:</b> <i>My thanks to the tenacious and dedicated Liz McTernan, who leads our Children's Services:</i> <ul style="list-style-type: none"> <li>▪ Despite some funding cuts in Central Bedfordshire, we have maintained our offer to children and young people.</li> <li>▪ We were inspected at our Luton Summer Activity Scheme and graded Ofsted</li> </ul> </li> </ul>

	<p>Outstanding</p> <ul style="list-style-type: none"> <li>- <b>Adult Services:</b> <i>My thanks to the driven and passionate Chris Stelling, who leads our Adult Services:</i> <ul style="list-style-type: none"> <li>• Successfully started two new social groups that, for the first time, are specific to ages.</li> <li>• Our first post diagnosis course for autistic adults who were diagnosed later in life.</li> </ul> </li> </ul> <p>Following the well-attended stakeholder consultation last year, the service will focus on:</p> <ul style="list-style-type: none"> <li>• Reaching more autistic adults in Bedfordshire.</li> <li>• Choices for autistic adults who also have associated learning disabilities</li> <li>• Increase the number of autistic individuals who are in employment</li> <li>• Continue to deliver services that make a difference</li> </ul> <ul style="list-style-type: none"> <li>- <b>Charity Shop:</b> We were thrilled to open our first charity shop in Dunstable on Friday 24th November 2017! It is <b>vital</b> that we diversify our income streams to survive. We owe eternal thanks to Pamela Collins our new Retail Area Manager who has worked relentlessly for us to reduce start-up costs and create a beautiful shop, rich in quality donations.</li> <li>- <b>Fundraising:</b> A fantastic year for our Fundraising Team and all our fabulous supporters – our three local authorities, independent grant-making trusts (both loyal and new), and especially <u>every individual who has fundraised for or made a donation</u> to us. Your support in 2017-18 has resulted in us making a small surplus on our core activity and allowed us capacity to open a charity shop.</li> </ul> <p><b>Finally, I would like to thank:</b></p> <ul style="list-style-type: none"> <li>- <b>Our Team:</b> <ul style="list-style-type: none"> <li>○ <u>Talented and dedicated staff and volunteers</u></li> <li>○ <u>Motivated and committed Office team</u></li> <li>○ <b>My fellow Trustees</b> <u>volunteering over 120 hours annually each.</u> Your hard work makes our services as special as they are.</li> </ul> </li> <li>- <b>Our Partners:</b> Across the Voluntary and Public Sector. Working with you helps us to provide the best choices and quality we can.</li> <li>- <b>Our members:</b> This is <u>your</u> charity – we exist for you and your support means everything to us. Your feedback helps us improve and such wonderful stories of your experiences with us, help us to secure the funding to continue and grow.</li> </ul>
<p>6. Annual Report and Annual Accounts 2016/2017 - Jeff Bulled (Finance Director)</p>	<p>Lainey introduced Jeff Bulled, Finance Director who then delivered the Finance Report:</p> <p>Looking at the headline performance in round numbers, we spent over £602K in total which is £80K more than last year. We received £598K in total which is £73K more than last year. Consequently we made a loss of £4K at the end of the financial year. However the start-up costs for the new charity shop resulted in a deficit of £5,700.00 without which we would have had a small surplus of £1,700.00. We have just over £85K in unrestricted funds to take forward to 2018/19.</p> <p>We have moved back into a situation where we are growing rapidly increasing our turnover by 15%. The growth is primarily on the shop, adult services and training.</p>

	<p>We are in a slightly better position financially than we were at the same time last year and I am comfortable that our reserves are sufficient to cover any eventuality.</p> <p>Thanks as ever to everyone who has contributed through our expanded fundraising team who do an excellent job. We continue to be grateful to Bedford Borough Council, Central Bedfordshire Council, Luton Borough Council and London Luton Airport Ltd for their ongoing financial support. We are indebted to the many independent trusts and businesses who have supported us this year together with the many amazing individuals who have fundraised for us or given donations.</p>
7. Proposal for Auditors – Jeff Bulled (Finance Director)	<p>Garner Associates are our accountants and we have been happy with their performance in assisting the trustees to produce our accounts for the year. In the circumstances, it is usual to move to adoption of the existing accountants as Independent Examiner for the current financial year. However if for some reason there is to be a change of Independent Examiner, this can be arranged by the Board of Trustees during the coming year.</p> <p>Garner Associates were then proposed by Sally Cripsey and seconded by Sharon Sturge and consequently Andrew Russell of Garner Associates has been re-appointed as Independent Examiner.</p>
8. Update on the Board of Trustees	<p>We still have vacancies for new trustees and would ask anyone who is interested to contact the office to find out more – it is rewarding on so many levels!</p>
9. Staff Changes	<p><b>We were sorry to say goodbye to some Trustees during the year:</b></p> <p>Paul Sutherland who has moved out of county; Martin Williams and Bernadette Henderson who have increased their work commitments – they have each given a huge amount of time, energy and talent to the charity across fundraising, children and adult services, contract management and profiling.</p>
10. Any Other Business	<ul style="list-style-type: none"> <li>- AGM Sponsors – we would like to offer our sincere gratitude to ‘The Outstanding Web Company’ for officially sponsoring our AGM tonight.</li> <li>- Sarah Grimes highlighted several fundraising events coming up in November/December and also some events in 2019 including the Channel Swim planned for 15<sup>th</sup> to 21<sup>st</sup> August.</li> </ul>
10. Close AGM	<p>Lainey declared that the AGM was now closed and thanked everyone for attending and supporting the charity.</p>
<p>Lainey Miller then introduced our guest speaker for the evening, Elvira Doghem-Rashid, who as an autistic adult, related her experiences of bringing up two children who are also on the autistic spectrum.</p>	