COMPANIES ACT 2006
SPECIAL/WRITTEN/ORDINARY RESOLUTION

Company number: 07266955

Company name: BRITISH ASSOCIATION OF UROLOGICAL NURSES

On the 26th day of 11/2018 the following special/written/ordinary resolution was agreed and passed by the members:

Signed: L. Calder

BAUN SECRETARIAT
20/12/18
Special Resolution BAUN

BAUN Constitution

BAUN, as both a limited company and a charity is bound by the Companies Act 2006 and Charities Act 2011 and therefore is required by law to have “Articles of Association” (also known as a constitution) which govern the way that it operates. The current BAUN constitution was accepted in 2017 and can be viewed at http://www.baun.co.uk/about-baun/baun-constitution/

<table>
<thead>
<tr>
<th>A summary of proposed changes to the BAUN constitution</th>
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<tr>
<td><strong>Termination of Membership</strong></td>
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<tr>
<td>29.2.5 if any subscription or other sum payable by the</td>
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<td>member, Corporate Member and Associate Member,</td>
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<td>to the charity is not paid on the due date and remains</td>
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<td>unpaid at the end of the period of six calendar months</td>
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<td>beginning with the due date. The trustees may re-</td>
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<td>admit to membership any person who ceases to be a</td>
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<td>on this ground on him, her or it paying such</td>
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<td>reasonable sum as the trustees may determine;</td>
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29.2.5 if any subscription or other sum payable by the member, Corporate Member and Associate Member, to the charity is not paid on the due date and remains unpaid at the end of the period of three calendar months beginning with the due date. The trustees may re-admit to membership any person who ceases to be a member, Corporate Member and Associate Member, on this ground on him, her or it paying such reasonable sum as the trustees may determine;

The Reason:

The proposed change is required as it conflicts with how BAUN currently administer the membership and the Trustees feel that a three month period beginning with the due date is a reasonable period to bring unpaid membership back up to date.
British Association of Urological Nurses
Annual General Meeting
Monday 26th November 2018 15.15 – 16.15
The Bayview Suite
Bournemouth International Centre, Bournemouth

Present:

BAUN Trustees:

Julia Taylor (JT) BAUN President
Jane Brocksom (JB) BAUN Vice President
Emma Chappel (EC) Honorary Secretary
Theresa Neale (TN) Honorary Treasurer
Jan Farrell (JF) BAUN Trustee
Pauline Bagnall (PB) BAUN Trustee
Lucy Powell (LP) BAUN Trustee
Sue Thompson (ST) BAUN Trustee
Sherly Jose (SJ) BAUN Trustee
Tina Gehring (TG) BAUN Co-Opted Member

Members present:  Click here for full list

<table>
<thead>
<tr>
<th>Agenda Item</th>
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<tr>
<td>1.</td>
<td>Welcome and Introduction</td>
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<td>Julia welcomed all to this year’s AGM</td>
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<td>2.</td>
<td>Apologies</td>
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<td>Apologies were received from David Gray, Catherine Paterson, Lauren Addison and Jonathan Borwell.</td>
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<td>3.</td>
<td>Acceptance of Previous Minutes</td>
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<td>The minutes of the 2017 AGM were approved as a true and accurate record of the meeting.</td>
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<td>4.</td>
<td>President’s Report</td>
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<td>Julia discussed the BAUN 20:20 Vision for Urological Nursing, reviewing the goals and objectives achieved over the past year.</td>
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<td>A reminder of the aims of BAUN were viewed: -</td>
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<td>• help to improve the care of urological patients in all healthcare settings</td>
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<td>• organise conferences, courses of instruction, exhibitions, lectures and other</td>
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educational activities
- provide and procure educational materials including guidelines, websites, newsletters and an international urological nursing journal for BAUN members
- provide personal development opportunities for BAUN Members through involvement in running the association
- work collaboratively with other organisations and exchange information and advice with them to the benefit of patients
- promote, encourage, carry out or commission research, surveys, studies or other work, making the useful results available
- alone or with other organisations nationally and internationally seek to influence the urological healthcare agenda

The four pillars of advanced practice:

- **Clinical Practice** • Decision making/clinical judgement and problem solving • Critical thinking and analytical skills incorporating critical reflection • Managing complexity • Assessment, diagnosis, referral, discharge • Developing higher levels of autonomy • Assessing and managing risk • Developing therapeutic nursing interventions to improve patient outcomes • Clinical outcomes • Service user focus/public involvement • Developing advanced psychomotor skills

- **Management / Leadership** Identifying need for change, developing case for change, leading innovation and managing change, including service Development. Including the following: • Engaging with directorate/locality • Service management • Engaging with specialist groups at local, national and international level • Team development • Quality outcomes

- **Education** • Principles of teaching and learning • Supporting others to develop knowledge and skills • Promoting learning/creating learning environment • Service user/carer teaching and information giving • Developing service user/carer education materials • Mentorship and coaching • Self-development

- **Research** • Ability to access research/use information systems • Critical appraisal/evaluation skills • Involvement in research/audit • Ability to implement research findings in practice – including using and developing policies/protocols and guidelines • Conference presentations • Publication

Julia reviewed the goals and objectives set out for the year and reflected on the achievement of BAUN over the past year.

**Goal: Education: Development of a curriculum for urological nursing**

**Aim**
- Development of an outline curriculum
- Support and guide the requirements for education of urology nurses: to include initial induction of nurses into the speciality - and established practitioners
- Ensure collaboration with key stakeholders (local, national and international)

**Performance – Key activities 2018**

**Members engagement:**
- Data analyse data of BAUN World Café engagement exercise (BAUN Conference
2017)

- Repeat World Café engagement exercise EAUN Conference (Copenhagen March 2017)
- BAUN data analysis report for delivery BAUN Conference Nov 2018
- EAUN data analysis report for delivery EAUN Conference March 2019
- Develop a structured training curriculum for specialist urological nurses and establish accredited training departments
- Provide job planning for Clinical Nurse specialists and ensure appropriate skill mix
- **Collaboration with key stakeholders:**
  1. Susanne Vahr – EAUN President
  2. Andrea Nixon – President of Australian & New Zealand Urological Nursing Society
- BAUN and EAUN data have been considered initially and will be presented to delegates at both conferences (Bournemouth, November 2018 and Barcelona, March 2019)
- Drafting has commenced on a summary paper for IUN with consideration of combined data and curriculum models of others [e.g. EONS] to explore what our potential end points could be
- **BAUN is discussing World Café participation / contribution with our ANZUNS colleagues**

**Next Steps**

BAUN is committed to curriculum development in draft format by November 2019

BAUN and EAUN will meet in a summit to discuss possibilities for advancing the project **jointly, with the purpose of:**

- Planning of direction of travel and landmarks in understanding and constructing a draft curriculum articulating what our end-points will be
- Consultation with members on any draft
- Consideration of how any educational curriculum comes to life in the support and development of urological nursing discussions on formal qualifications in urology nursing

**Goal: Clinical / Research & Development: Development of project(s) that ‘helps improve the care of urological patients in all healthcare settings’**

**Aim**

- Influence the development of (long term) project(s) to meet the aim of association in collaboration with others.
- Raise BAUN profile – Develop strategic influence by using Political awareness.
- Identify organisations motivated to work collaboratively to the benefit of patients in line with national agenda (NHSI) / horizon scanning.

**Performance – Key activities 2018**

- **Bladder Cancer**
  1. Parliamentary Roundtable continued participation
  2. Highlighted need for workforce review of bladder cancer nurse specialist
  3. Sub analysis report via Nursing Times – experiences of Urology nurses in MDTs

- **Political Influencing /Collaboration**
  1. Addressing Challenges in Bladder Cancer – Survey of BAUN and BAUS members
2. EAU 2018 Conference submission – Best Poster
3. AUA Conference / BAUN
5. The Secret Life of Catheters – this is a Health Education England funded project and a national catheter education programme. A session will take place at conference, please provide any feedback to Julia or Jane who have been invited to be part of the faculty on the programme.
6. Guardian article written by Jane Brocksom, BAUN vice President on how continence and mental health are interlinked. The Guardian have invited us to write for them annually.

**Goal: Leadership: To continuously improve the business efficiency of the association to develop a high performing culture**

**Aims**
Clarity of roles for all Trustees

To influence communications strategy within the association

To develop governance processes to develop a proactive approach and reduce risk

To clarify and agreed key performance targets for Management team and identify reporting arrangements.

**Trustees Annual Development Plan 2017 / 2018**

**Aim:**
To provide personal development opportunities for BAUN Members through involvement in running the association.

- Team Building – January
- Business Planning / Goal and Objective setting – March
- Social Media (Website) development – May
- Financial Training - July
- Executive / Trustee Feedback Tool (Piloted 2017) - December

*Embed for End of President Year 1*

**Performance key activities 2018**

- Role Profiles for Trustee leads
- Executive meetings – improved communications / development of Website
- Agreement of a Succession plan for 2017: Officers – Vice / Treasurer / Secretary
- Process of developing KPIs for Trustees and Management Company (Contract up for consideration of renewal)

**Executive Team Leadership**

There has been a lot of work undertaken on the following items over this past year.
• Feedback
• Communication
• Risk Register
• GDPR Compliance

BAUN Conference Awards

BAUN continues to celebrate its legacy of having innovative and inspirational people within the association. BAUN will continue to recognise these people in the shape of the following awards:

• BAUN and TUF Nurse of the Year Award
• The Bruce Turner Award (Inaugural award 2017 Fundraising to date stands at £17,512.10)
• Sarah Henderson Award – Best Poster at BAUN Annual Conference
• BAUN and Coloplast Team of the Year Award
• BAUN and PCUK People’s Choice Award (New inaugural award for 2018)

Response to Medtech changes

BAUN have undertaken a huge amount of work in response to Medtech changes, the change has meant that industry are no longer able to fund delegates to come to conference.

BAUN have listened to the concerns of both members and industry:

Members:
• Difficult application for company grants process
• Unable to self-fund
• Previously used to be supported by industry who arranged everything
• Lack of funding from our trust/ community service for education events

Industry:
• Are there any hidden costs if putting money in to a bursary?
• Our educational funds are planned in advance

BAUN tested out a bursary for this year’s conference and the Trustees will be working on behalf of the members to explore opportunities for securing support for the future, there will be hard work involved in this and unfortunately it cannot always be assured.

BAUN are working towards 2020 and celebrating the Silver Jubilee year with planning already in progress.

BAUN Achievements and Performance 2017-18

• Education programme
• Conference
• Guidelines (Reviewed)
• IUUN / Newsletter
• Membership
• Website
Educational 2018 / 2019

BAUN in collaboration:
- Update on Prostate Cancer - Manchester - 9th May
- Testicular and Penile Birth to Adulthood – Cardiff - 13th June - SWUNG
- Continence Connect - East Midlands - 2nd & 3rd July (BJN & Hollister)
- Catheterisation & CAUTI: Manchester 8th & 9th November
  Crawley 31st November
  Bristol 16th & 17th January 2019
  (BAUN & BARD)
- Male and female Sexual Dysfunction – Southampton - 6th Feb 2019
- New Advances in Urological Cancers – Leeds - 18th Sept 2019
- Deputy Education Lead has been appointed, Lucy Powell
- 3-year Education forward plan has been provided – via the live education calendar on website
- Wall Planner for members has been developed - inclusive of Bruce Bake Sale

In 2017 BAUN produced an inspirational conference with Sue Thompson leading on behalf of the trustees with Julia hoping that this year’s conference will also live up to the same expectation.

2017 Highlights:
- 292 Delegates
- 53 Exhibitors
- 24 Abstracts
- 25 Speakers
- 4 Pre-conference Workshops
- 5 Awards

IJUN

- Two issues this year – combined issues 2 and 3
- Call for papers for all issues in 2019 has gone out
- Enlisting help from editorial board members
- Increased presence on social media to broaden reach of the journal and attract more readers and contributors
- Application for Medline declined in September but there are now business marketing plans in place to increase Search Engine Optimisation (SEO)
- This is important as more that 50% of searches to Wiley journals come through Google and Google Scholar as well as other websites not just Medline so increasing presence will increase traffic to the site.

In Progress....

- Featuring a journal overview for search engines at the top of the IJUN Wiley homepage
- Highlighting the latest, most read, and most cited articles lists
- Feature social media icons in the navigation bar
- Have a fact sheet for authors with tips on how to increase their SEO to ensure that their article appears in searches
- Engage international collaboration EAUN, ANZUNS
- Succession planning
BAUN Newsletter

- All copy received on or around due by deadline
- Issues produced and distributed as per schedule
- Continues to draw healthy amount of advertising which goes towards the cost of producing and posting it out to members
- Business plan now reflects future growth in terms of content

Next Steps

- Discussion around Succession planning
- Further lead link needs to be identified and appointed within council to act as co-ordinator between editor and council

Membership

- New lead appointed – Claire Waymont
- Representing all members e.g. SWUNG – South Wales Urology Nurse Group

BAUN membership numbers have grown in strength over the past 5 years:

2014 – 471
2015 – 524
2016 – 728
2017 – 742
2018 – 822

BAUN are looking at a target of 1000 members by the Jubilee year 2020 and an aim to have 50% of those members in attendance at conference.

Website / Social Media

- Website – security upgrade and future proof = investment to ensure that the website is fit for purpose in the future.
- App – 3rd year huge success

VALUES

B - Business efficiency (Continuous improvement)

A - Accountability (Transparency / Trustees)

U - Urological Nursing 20:20 Vision (holistic needs of all members (novice to expert))

N - National Representation / Networking (raising profile)

President’s thank you

At the start of Julia’s presidential term there was a quote which Julia shared with the audience that had inspired her to take on the role. “If you want something you never had, you have to do something you have never done.”

Characteristics of effective team members:
- They are supportive to achieve the results
- They are open to the ideas
- They share information and ideas
- They support the contribution of each idea
- They don’t blame each other.

Julia wanted to acknowledge the team of trustees who she has had the privilege of working with and wanted to take the opportunity to give thanks to each of them.

The BAUN executive team and trustees:

Jane Brocksom
Emma Chappel
Theresa Neale

Sue Thompson
Jan Farrell
Lucy Powell
Clare Waymont
Samantha Holliday
Sherly Jose

Our new appointed trustees:

Debbie Victor
Tina Gehring

Special thanks to Pauline Bagnall who stepped down as a trustee in 2017 however has continued to be heavily involved with the Bruce Turner Steering Group, Silver Jubilee, BJN Judging and helping with GDPR.

Also, to Rachel Leaver and Jerome Marley for their work on the journal and the support given to the writers.

Thank you to Fitwise our management company – Catriona, Craig and Betty the conference team, Paul Harrison the client liaison. Special thanks to Louise Walker my Personal Assistant for providing a huge amount of support.

Thank you to my team at work – the consultants and the Salford team, for all their support, without this I would not have been able to take this on.

Finally, a huge thank you to my home team, my husband and kids.

HOW WILL YOU CONTRIBUTE TO THE BIG PICTURE?

This concludes the Presidents Report for the AGM.

5. Secretary's Report

Emma welcomed the audience and thanked them for their attendance at this year’s AGM. Emma thanked her fellow exec team Julia, Jane and Theresa on behalf of herself as Secretary and the other trustees for their hard work and dedication to the association.
Julia steps down this year as President. Emma wished to thank Julia personally, and on behalf of the Trustees for inspiring them all and making them believe they can achieve. Julia leaves the council after many years of active service and will be greatly missed by us all.

Emma introduced and thanked her fellow trustees for their hard work and dedication. Sue, Sherly, Sam, Jan, Lucy, Clare and Tina stood and were applauded by the audience.

Jane has been on council for several years and Emma wanted to thank Jane personally and on behalf of the other trustees wish Jane all the very best for the next 2 years as BAUN president.

On behalf of all the trustees Emma thanked Sheryl who steps down this year after 2 years on council.

For the past year the trustees have been privileged to have Tina working with them as a co-opted member, and Emma was delighted to announce that following the members vote that Tina along with Debbie Victor had been voted on to council for a three-year term as trustees.

The BAUN trustees rely on Fitwise to ensure that they can continue with their clinical work without disruption and advised that Fitwise provide a huge amount of support. Emma wished to thank everyone working at Fitwise who work on behalf of BAUN. Emma wished to personally thank Louise Walker who is Presidents PA and who also ensures we all work to strict time frames and is great source of support and guidance.

Emma wished to give a big thank you to the conference organiser Sue Thompson and the Fitwise events team whose support, advice and guidance ensures that BAUN can deliver a huge event each year. The team work tirelessly, and the trustees thank them sincerely for their dedication.

The BAUN Newsletter continues to be of immense credit to BAUN and Rachel Leavers dedication ensures that this product is one BAUN can be proud. BAUN love to receive articles of interest and new writers to contribute to the newsletter. Emma urged the members to seek out Rachel if they had any interest or questions about writing for the newsletter.

The IJUN is a journal to be proud of and this would not be possible without the hard work, dedication to urology and commitment by Rachel Leaver and Jerome Marley. Emma again urged the members to consider writing about clinical work and to speak with Rachel or Jerome who would be happy to offer support throughout the process.

Emma expressed a huge thank to BAUN’s industry partners who continue to support BAUN and without the support of these companies and charities BAUN would not be able to run conferences and study days. Emma expressed thanks to the main conference sponsors and additionally BAUN’s corporate members for their continued support.

Hollister – Conference Platinum Sponsor
Convatec – Conference Gold Sponsor

Astellas Pharma Ltd – Corporate Sponsor
Teleflex
Convatec
MSD
BARD Ltd
CliniMed Ltd
medac Pharma
Optimum Medical
B Braun Medical Ltd
Wellspect Healthcare
Coloplast
iMEDiCare Ltd
Convatec

M&A Changes:

BAUN, as both a limited company and a charity is bound by the Companies Act 2006 and Charities Act 2011 and therefore is required by law to have "Articles of Association" (also known as a constitution) which govern the way that it operates.

All members where sent a copy of the proposed change:

Current: "29.2.5 if any subscription or other sum payable by the member, Corporate Member and Associate Member, to the charity is not paid on the due date and remains unpaid at the end of the period of six calendar months beginning with the due date. The trustees may re-admit to membership any person who ceases to be a member, Corporate Member and Associate Member, on this ground on him, her or it paying such reasonable sum as the trustees may determine;"

Proposed new constitution: "29.2.5 if any subscription or other sum payable by the member, Corporate Member and Associate Member, to the charity is not paid on the due date and remains unpaid at the end of the period of three calendar months beginning with the due date. The trustees may re-admit to membership any person who ceases to be a member, Corporate Member and Associate Member, on this ground on him, her or it paying such reasonable sum as the trustees may determine;"

Emma advised the members that proposed change is required as it conflicts with how BAUN currently administer the membership and that the trustees feel that a three-month period beginning with the due date is a reasonable period to bring unpaid membership back up to date.

Emma requested a show of hands from the members to take a vote:

99 voting members raised their hand in agreement with the change.

No voting members voted against the change.

No voting members abstained from the vote.

BAUN Badge of Office

Emma invited Jane Brocksom to the stage to introduce the badge of office.

Jane offered some background to the members following the trustee's decision to introduce a BAUN badge of office:

The idea of a BAUN Badge of Office started with a conversation in 2017 following Julia's attendance at the BAUS annual conference and president's dinner. A photograph had been taken of the presidents in attendance and the photo of the presidents was described as follows: "AAUS & wife, IATUS & wife, Official Scottish representative in the middle (and no
wife although it looks like I could get mistaken for his wife rather be there representing our association), BAUS President Kieran O‘Flynn & wife”

In March of 2018 the idea of something symbolic to represent the fantastic history of BAUN was ignited. The purpose of this is to project the value of the association to others and utilise this at different events and hand on like a baton through the President position on behalf of the association. Having the names and dates of previous presidents engraved was an idea to develop the sense of history over time and map part of the history of the association.

The idea of the Badge of Office has since been developed:

- It shows the importance of an official position
- It’s a symbolic representation of history

A unique piece of regalia was commissioned. The piece is 80 x 90mm gilt and enamel medal, hand painted on the vanilla enamel, weighing in total 240gm. There are 10 slide bars each engraved with a past president and their term of office, held in place by a black double mitre neck ribbon, the cost to the association was £1100.

The medal is now being worn by Julia who will wear it for the remainder of conference. In 2020 when Jane hands over to the new president there will be an official ceremony at the AGM and this will fit in with the 2020 jubilee celebration.

Emma gave a final thank you to the BAUN members, without the members input and involvement BAUN would not be able to continue to evolve & offer education, study days & an annual conference which is relevant to existing and new members.

BAUN is a fantastic organisation which is why members join and why the Trustees work voluntarily and selflessly to ensure the association continues however BAUN need members to keep talking and interacting to ensure that the association remains up to date and relevant to all nurses & other health care professionals working in and around Urology.

Thank You.

This concludes the Secretary’s Report for the AGM.

6. Treasurer’s Report

The BAUN Finances April 2017 to March 2018 and the Treasurers Report were presented by Honorary Treasurer Theresa Neale and Deputy Treasurer Sam Holliday

Financial Report for 2017-2018

This report provides a summary of BAUN financials from; 1st April 2017 to 31st March 2018

- BAUN received a total income of £405,182
- BAUN’s total expenditure £376,716

Net Assets (what we own)

- Started 2017 (as from 01/04/2017)
- Total net assets £72,418
- Ended 2018 (at 31/03/2018)
- Total net assets £120,799
  - (included £13,737 Bruce Turner Trust Fund)

**Income April 2017 – March 2018**

Exhibitors 61%
Delegates 22%
Sponsorship 13%
Gala dinner 4%
Workshops 1%

**Income sources**

Income comes from a combination of sources;

- Membership numbers are up = Increase in income of £14,000
- Exhibitors income continues to increase year on year
- The 2017 Conference was very successful in terms of delegate numbers, exhibitor and sponsor support.
- The success of conference in return provided us with a healthy surplus

**Expenditure April 2017 – March 2018**

Conference 2017 65%
Council 12%
Association Management costs 12%
Newsletter 5%
Study Days 3%
Direct Mailing 4%
Website 1%

Additional association expenditure / costs come from money deducted from stand income, additional work from fit wise team which all adds up so 12% is the base line costs.

The work of council has greatly increased. Phone call expenses have reduced with trustees now have regular teleconferences using WhatsApp and messenger. Travelling to council meetings and venues costs relate to most of the expenditure. Competitive prices are sourced to ensure we get the best/cheaper rates.

**Expenses**

- Majority of our expenses / outlay was on conference 2017.
- Larger venues are needed for conference, due to increased number of delegates, such venues cost more.

**Future 2018 – 2019**

- **Membership Fees – No plans to increase fees**

Last increase was in 2003 increased to £45, currently there are no plans to increase membership fees. Will be review this on a yearly basis.

- **Credit Card Processing Fee –**
  - In line with new legislation we no longer charge for processing fees, therefore
BAUN are now asking for alternative payment methods i.e.
- Delegates to pay via BACS
- Members to pay their subscription via Go Cardless

We are looking at the financial implication to BAUN of absorbing the processing fee for both membership and conference delegate fees.
The current recommendation is to encourage delegates to pay via BACS and members to pay their subscription via Go Cardless which is the preferred payment method for BAUN and is currently in place.

- **Website**
  - Security updates have now been made, in line with data protection regulations.
  - Plans are in place to continue improving the website to ensure it continues to be user friendly and remain data protected approx. cost £9,000

**Investment 2018**

- **Process for investment is well under way**
  - As a charity, BAUN can hold up to £50,000 in any one account (Financial Services Compensation Scheme (FSCS))
  - Council (Trustees) have looked at independent financial advisors as to the best option for investment and risks involved.
  - BAUN Trustees have agreed to invest £30,000 whilst enabling us to continue its day to day running expenses and in line with the low risk approach outlined in BAUN M&As.

Julia and Jane visited Andrew Daldry, an independent financial advisor who was happy to have a discussion with BAUN and advise the best option for their investment and advise on the risks involved.

**Investment Company**

*St James' Place (Andrew Daldry) Manchester*

- Non-bank investment
  - Easily accessible if required
  - Company work with global organisations and charities.
  - Access to date reports on line.
  - Quarterly written reporting.
  - Ongoing review – Yearly Basis

**Update / Reminders for 2018-2019**

Bruce Turner
Current Total, Nov 2018 in the Bruce Turner Fund £17,512.10

**Annual Cake Sale**

*June 2018, Cake sale proceeds this year £3,156.72*
Plans for an Annual Bruce’s bake sale to run for one week in June 2019 all proceeds donated going to the Bruce Turner annual award.

**Just giving**
The Just giving site for BAUN has been running for 3 Years now  [www.justgiving.com/BAUN](http://www.justgiving.com/BAUN)
Proposal to Change Auditors

Who are our Current Auditors?

- Barrie Scott
- Small company based in Scotland
- Representing BAUN as annual auditors for 15 years without review in this period
- Current cost for Barrie Scott to prepare annual accounts £2500 + VAT per annum

Why look to change Auditors?

- Barrie Scott represent very few charity organisations / clients.
- Lack sufficient experience in charities law
- To ensure we adhere to the charities' regulations trustees need to be happy that the Auditors are representing BAUN as a charity.

What are we looking for from our Auditors?

- Familiarity with and a greater understanding of charity law and finances.
- Looking to find Auditors who have jurisdictions in England
- Significant audit experience in the field of charity accounts.
- Provide Value for money.
- Timely Annual Financial reports.

Option 1

Saffery Champness

- Large, professional accountancy firm
- Serve number of charity’s
- Have UK based offices. – (BAUN registered with the Charity Commission in England)
- Greater Audit experience in the charity field
- Offer advice on the audit findings, regular charity briefing journal
- Regular charity and trustee training seminars.
- In year 1 they would conduct a full analytical review of BAUN to fully understand financial health.
- Annualised costs broadly similar to Barrie Scott. £2500 + VAT per annum

Option 2

Chiene & Tait

- Based on Edinburgh
- Good understanding of charity law and finances
- Offer a Charity update newsletter.
- Client seminars/webinars, technical fact sheets etc.
- Wide range of financial services.
- Advice, interpretation and recommendation of accounts
- Marginally costlier in terms of provision of service Annualised costs £2800

Council Trustee Recommendation:

The BAUN Council (Trustees) recommend Saffery Champness as the new audit firm for the
following reasons:

- Dual jurisdiction experience
- Good Value for services offered
- Trustee training
- Provide full review of our finances form a Charity perspective
- Annual Chart of Accounts
- The company's understanding of Charity Law and Finances significantly outweigh other providers.
- BAUN feel confident that Saffrey Champness have the right mix of experience and competitive pricing to provide a much better service to BAUN
- Dual jurisdiction experience — both Scotland and England (BAUN are registered with the Charity Commission in England)
- Significantly Better added value than current service

BAUN propose to appoint Saffrey Champness to act as BAUN’S Accountants from the financial year 2019 - 2020

95 VOTES to **Switch** to new proposed Auditors

2 VOTES to **Stay** with current Auditors

Abstain 2

Questions from the members:

1. **Why is there such a delay in changing the auditors?**

   Theresa explained that there is a year’s notice period to leave the current auditor, this is to ensure the smooth hand over of the accounts.

2. **What guarantees have been given that the financial investment will be kept within the UK?**

   Julia apologised for any confusion and advised that St James Place is based within the UK however the investment portfolio is international and there is no guarantee that the money will be kept in the UK, this ensures that the money is not sitting redundant in a UK bank account and BAUN are less at risk of losing the money should the bank go under.

3. **Have BAUN ensured that the investments are made ethically?**

   Julia confirmed that this was a condition of the investment made by BAUN and that the money will be invested in an ethical portfolio.

This concludes the Treasurer’s Report for the AGM.

## 7.

### Notification of Association’s Auditors

Barrie Scott & Co
Accountants & Tax Advisers
Bathgate
West Lothian
Barrie Scott have been appointed to act as BAUN'S Accountants for the next financial year 2018 - 2019.

8. **Date of next meeting**

The next Annual General Meeting will be held in Liverpool on Monday 11th November 2019.

**Welcome Incoming President**

Julia wished to welcome Jane as the incoming president:

"Jane has been a truly inspirational member of the executive team, showing unswerving dedication over many years for BAUN, taking on a number of roles including BAUN Honorary Secretary. In my first year as Vice President Jane respectfully accepted my unique style of management and leadership by giving me the space to share observations, intuition and thoughts for the future. Jane in turn has developed her curiosity, become incredibly open and eager to tackle any new challenges whether professional or personal. Jane is dedicated, uses humour when engaging others, I am grateful for both Janes abundant capacity to provide expert council and her friendship. Last year Jane was nominated as Vice President and delightfully will take up the position in November, knowing she has the support of all the trustees and I hope that you will all welcome her in the most appropriate fashion."  
"I am looking forward to supporting Jane in her new role as incoming president, and I want to take this opportunity to wish her every success for the future. Thank you for all of your support, I appreciate you!"

Signed: [Signature]

Print name: EMMA CHAPPEL

Date: 12/12/2018

Status: HONORARY SECRETARY