1. Welcome and apologies

a) Present – Members

AB3D
Abraham’s Seed Charity
African Caribbean Community Organisation
African Relief Action Group
Association of Kenyan Community in Coventry
Bethel Community Centre
Bipolar UK Coventry & Warwickshire
British Organisation of People of Asian Origin
British Pensioners and Trade Union Association Coventry
Broad Street Meeting Hall Limited
Carriers of Hope
Coventry & Warwickshire Cooperative Development Agency
YMCA Coventry & Warwickshire
Coventry Children’s Contact Centre
Coventry Ethnic Minority Action Partnership
Coventry Independent Advice Services
Coventry Multi-Faith Forum
Coventry Rape & Sexual Abuse Centre
Coventry Reading Service for the Blind and Partially Sighted
Coventry Tree Warden Network
Dumi International Aid
Embrace Warwickshire Limited
Emmaus Coventry & Warwickshire
Fair Train (Group Training Association) Ltd
Foleshill Women’s Training Ltd
Friends of Longford Park
Friends of Spencer Park and Recreation Ground
Godiva Trust
Kairos Women Working Together
Langley House Trust
Life Path Trust Limited
National Energy Action
New Central Credit Union Ltd
Nurture the Children
Oromo Muslim Community UK
Out of Schools Activity
RCCG Covenant Restoration Assembly Coventry
The Redeemed Christian Church of God
Rescue the Poor Child UK
Sahara Coventry Ltd
Somali Youth Community
Stoke Heath Community Centre
The Highlife Centre Ltd
The Notables
Warwickshire Association of Youth Clubs
Warwickshire Wildlife Trust
Willenhall Community Forum Limited
Working Actively to Change Hillfields Charity Ltd
Heather Parker
Welcome

Co-chair Noreen and Sylvie chaired the meeting and welcomed members and guests to VAC’s 58th Annual General Meeting. Noreen declared the meeting quorate with 44 members in attendance. She introduced the co-chair Sylvie Maguire, Steve Banbury, VAC Chief Executive and Saleem Sheikh, VAC treasurer for the benefit of members and guests.

1. Apologies

The Chair noted apologies from members and other agencies.

3. Approval of the Minutes of the 57th AGM held on 19 November 2014

The minutes of the 57th Annual General Meeting were accepted as a true and accurate record and unanimously approved.

Proposed  Ousmane Oumar  Seconded  Karen Berry

4. Matters Arising

There were no matters arising.
5. The report of the Directors

5.1 The Annual Report 2014-15

Presentation and adoption of the Trustees Report 2014-15

Stephen talked through the year’s activity noting that 2014/15 was the second year of VAC’s current agreement with the City Council. He reported that VAC achieved all of the objectives set, and noted that VAC was grateful to the Council and CCG for their core funding without which VAC would be unable to deliver the range of services set out in the report.

Stephen said there were a number of factors that enabled VAC to deliver services and to absorb the 25% Council grant cut in 2013. These included VAC’s management board’s approval to use reserves, some robust cost management and the hard work of the staff team in increasing our earned income from room hire, tenancies, training and bespoke consultancy. He talked through some of the highlights and achievements:

- Supported 129 groups with funding and development advice
- Helped to secure £1,936,165 of funding for the sector in Coventry (For every £1 invested in VAC’s group support service £50 was brought into the local sector – very good value for money!)
- Promoted volunteering opportunities for 279 organisations
- Helped 3,606 people to find out about volunteering
- Provided training to 239 people
- 80 different organisations took over 300 places at our various forums, seminars and networks

Stephen updated members on this year’s activity noting that current VAC had exciting new projects like our partnership with Macmillan to help the city develop better services for people with cancer, funding from Lloyds Foundation to pilot new approaches to volunteering for vulnerable people over 25 and our refreshed and solution focused approach to bridging the gap between the public and voluntary sectors. Despite the new projects he talked about VAC’s future and the threat posed by the Council’s proposal to cut 30.7% next year which will impact on the organisation’s viability. Stephen talked about the difficult times ahead as infrastructure organisations like VAC have had to change but in order to survive, that change process will need to be even more radical.

He commented that VAC was the only general umbrella body in the city, with a membership steady at around 460 organisations. The City has some great and effective service providers and VAC works with them in a variety of ways but the vast majority of VAC members (nearly 400) are smaller community based groups, some established with the help of VAC, and many supported by VAC at some point in their life cycle. Stephen said that as an organisation we were here to support, enable and strengthen the sector in the city. VAC was also great value for money, had extensive knowledge and experience of the sector and strive constantly to offer high quality and appropriate advice and information which we didn’t want to lose in the city.

Stephen thanked the staff team for their incredibly hard work and achievement, and all the volunteers who deserve special mention for enabling VAC to run an efficient service at the shop and also at the Warwick Road office. He also thanked VAC’s co chairs Sylvie and Noreen who had been amazingly supportive to both him and the staff team and who have been great advocates of VAC and the sector during this difficult year. He thanked the Treasurer Saleem Sheikh and the rest of the board for their ongoing commitment and support as well as those members who have paid subscriptions for the first time this year. Stephen recommended the annual report to members.

Presentation of the Audited Accounts for 2014-15

Saleem briefly summarized the financial statements drawing attention to the SOFA on page 14 of the annual report which showed a deficit of £66k. VAC had generated additional income from room hire to mitigate the 25% cut it had taken in 2013. Saleem noted that total funds carried forward were £351k at the end of 2015. Stephen noted that with diminishing reserves VAC was still a going concern.
The Report of the Directors and Financial Statements were formally adopted as the Annual Report for 2014-15 by members.

**Proposed** Christine McNaught  **Seconded** Colin Tysoe

### 6. Appointment of Auditors for 2015-16

Stephen said that VAC’s current auditors Harrison Beale and Owen had been appointed three years ago but it was felt they were a little expensive given the changes to the budget. VAC had gone out to tender and obtained three bids from potential auditors which were presented at the last board meeting. The board recommended we go with Baldwins based on price. The quotes received varied between £3,600 and £2,900 received from Baldwins which was quite competitive.

Stephen welcomed any questions and a member asked about independent examinations. Stephen commented that for VAC a full audit would still be appropriate as the difference is cost wasn’t huge. Ousmane Oumar asked which areas VAC was going to concentrate on following cuts. Stephen confirmed that VAC will do everything it can to provide the current services, although not every service will be free but VAC will offer infrastructure support to small organisations. He noted that the majority of the costs for VAC’s premises at 29 Warwick Road were covered by sub-tenancies as well as additional income through room hire.

Members unanimously approved Baldwins as the Auditors for 2015-16.

**Proposed** Gary Bye  **Seconded** Christine McNaught

### 7. Elections to the Management Board

Sylvie gave an update on the current status of Trustees on VAC’s Management Board noting that the membership elects the individual trustees and then the Board elects its own officers. Trustees usually serve a three year term, but can stand for two further terms. Both Noreen Bukhari and Saleem Sheikh had completed two terms and Gary Bye had completed one term and all were re-standing.

She noted that Patricia Winstanley and Clare Wightman had stood down during the year and thanked them for their advice and support to the Board.

VAC’s Mem and Arts required new nominations to the Board to be made in writing in advance of the AGM meeting and this year VAC had received one new nomination:

- **Redeemed Church of God - Abiodun Olaitan**

The Chair proposed that the above re-nominations were approved as well as the new nomination received. Members unanimously approved the re-election of three Trustee-directors to VAC’s Board and the new nomination received, giving a Board of 16 trustee-directors.

**Proposed:** Dumi Moyo  **Seconded:** Christabell Amoakoh

Noreen thanked VAC’s Trustees, staff and volunteers for all their hard work and support over the last year as well as the members for their continued support to VAC.

The meeting was followed by three presentations by Tina Costello and Ryan Boyce from Heart of England Community Foundation, James Donnan from National Express Foundation and Geoff Thomas, the Prevent Coordinator from Coventry City Council.

### 8. Any Other Business – None.