



The Heritage Crafts Association

President: HRH The Prince of Wales

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## The Heritage Crafts Association Annual General Meeting

12.50pm, Saturday 24 March 2018  
The Royal Society of Medicine, 1 Wimpole Street, London W1G 0AE

### DRAFT Minutes of the 9th Annual General Meeting

1. Welcome by the incoming Chair, Patricia Lovett MBE (PL).
2. Apologies for absence were received from Richard Hefford-Hobbs (HCA Trustee), Ambrita Shahani (HCA Trustee), Brian Crossley, Christine Dove, Ruth Gilbert, Lida Kindersley, Chris Rowley and Diana Springall.
3. The Minutes of the 8th AGM held on 6 May 2017 were approved.  
Proposed: Daniel Carpenter  
Seconded: Natalie Lyons  
Approved.  
One abstention.
4. There were no matters arising from the Minutes.
5. Alexandra Kelley (AK, Treasurer) presented the Annual Report and the Financial Statements for the year ending 30 June 2017. AK noted that the key source of income during 2017-18 had been grants from trusts and foundations and funds raised from membership fees, donations and events. AK expressed particular thanks to the Ernest Cook Trust, the Headley Trust, The Radcliffe Trust, The Arts Society, The Queen Elizabeth Scholarship Trust (QEST) and the Marsh Christian Trust, and also thanked an anonymous donor for their continued support of the Maker of the Year Award.  
  
AK drew attention to the expenditure on website development and IT related costs and advised that this had been focused on investment in the online Makers Directory.  
  
AK gave special thanks to the Headley Trust for funding the post of Administrator. She noted that this grant was drawing to a close and advised that the HCA would continue in its efforts to diversify its sources of funding in order to meet core costs.  
  
AK noted that membership fees were a vital source of funds and thanked the members for their support. She drew attention to the importance of Gift Aid as a source of additional funds and urged members who had not already done so to consider signing up for Gift Aid.  
  
PL thanked AK for her report.

6. HCA Secretary Greta Bertram (GB) outlined three resolutions.

*Resolutions 1 and 2: Changes to the termination of HCA membership in the Rules and in the Constitution.*

Currently, termination of membership occurs when 'Any sum of money owed by the member to the CIO is not paid in full within six months of its falling due'. It was proposed that termination should take effect when 'Any sum of money owed by the member to the CIO is not paid in full on the due date'.

Proposed: Chrissie Freeth  
Seconded: Katy Bevan  
Approved unanimously.

*Resolution 3: Changes to the timescales for nominations of Trustees at the Annual General Meeting in the Rules.*

As the deadline for proposing or seconding members for election as Trustees was not aligned with the deadline for proposing resolutions to the Annual General Meeting, it was proposed that these be brought into alignment, as follows:  
'A member of the CIO may propose or second members for election as a Trustee at the Annual General Meeting. Nominations must be given to the Secretary not less than 21 days before the Annual General Meeting'.

Proposed: Vicky Wilson  
Seconded: Shona McKay  
Approved unanimously.

#### 7. Election of Trustees

GB chaired the re-election of three Trustees: Chrissie Freeth, Patricia Lovett MBE and Robin Wood MBE.

Proposed: Daniel Carpenter  
Seconded: Jacqueline James  
Approved unanimously.

GB chaired the election of five new Trustees: Katy Bevan, Louise Butler, Judit Seymour, Laura Southall and Victoria Wilson.

Proposed: Chrissie Freeth  
Seconded: Robin Wood MBE  
Approved unanimously.

#### 8. Election of Officers

GB chaired the election of three new Officers of the HCA: Patricia Lovett MBE as Chair, Richard Hefford-Hobbs as Vice-Chair and Victoria Wilson as Treasurer.

Proposed: Chrissie Freeth  
Seconded: Daniel Carpenter  
Approved unanimously.

#### 9. Any Other Business

Patricia Lovett thanked three retiring Trustees for their contributions to the HCA.

She began by thanking Alexandra Kelley for her sterling work as Treasurer and noted with gratitude that AK had agreed to stay on until a replacement had been found.

PL noted the tremendous contribution made by Daniel Carpenter to the HCA. One of the founding trustees, Daniel had been a Trustee of the HCA for ten years. In that time he had developed the HCA's brand guidelines, designed the HCA's website (twice), developed the CRM system, designed a wide range of publicity materials, provided technical and IT support, worked on social media, provided valuable input into project planning and budgeting and from 2016-17 was Acting Chair, all while either working full-time or, latterly, studying for his PhD. PL was delighted to announce that Daniel's connection with the HCA would continue as from September 2018 he would be working on the second iteration of the Red List of Endangered Crafts.

PL noted too the huge amount of work done by outgoing Secretary Greta Bertram. Greta came to the HCA as an MA student in 2011. PL noted that Greta's diligent and proactive approach to board matters has been hugely valued by her fellow Trustees; PL drew attention in particular to Greta's role in developing the HCA's policy documents, which has ensured the efficient governance of the HCA.

PL concluded by thanking all the Trustees, volunteers and HCA members for their support and urged anyone in the audience who was not yet a member to join and support the HCA in its work to support and promote heritage crafts.