

**Minutes of AGM
17th September 2020
Virtual Meeting over Skype**

- 1. Present** - Donald Macleod (Chair), Iain Macaulay (Vice Chair), Lindsay Macleod (Treasurer), Christina Maciver, Mairi H Macdonald, Mabel Macleay, Jessie Murray, Donald John Macdonald, Don Maclean, Joanne Adamson (Macmillan Cancer Support), Andrew Sim, Kate MacNeil, Christine Mitchell, Colin Shaw
Apologies – Margaret Eaves, Christian Homer, Joan Mackay, Kay Mackinnon, Gail Allan
Also present – Helen Sandison (WICCI Development Manager)

Donald opened the AGM, thanking everyone for attending and managing to sign in and join the meeting virtually. He explained that the AGM was slightly later than it should be due to the impact of covid on the operation of the charity and staff being on furlough. He explained that an extension was given to the charity from OSCR to enable cover for these delays, so the new date to submit the 2019 accounts and hold the AGM was by the end of September 2020.

2. Reports

Donald opened the meeting giving a brief overview to how WICCI has progressed since the last AGM. The impact of Covid-19 has been felt throughout the Western Isles and especially so for people affected by cancer. For WICCI, it has severely impacted the running of the organisation. In March staff started working from home and then in April it became clear to protect the long term sustainability of the organisation it would be best to place staff on furlough. This lasted until August when staff returned on a part time basis.

Staff costs were supported by the Government's Job Retention Scheme.

Donald thanked Helen and Christian for agreeing to enter into furlough. He also thanked the Trustees who have maintained the operation of the WICCI Social Fund over this time.

Donald outlined some of the positives over this challenging time, especially the setting up the new WICCI Centre and the delivery of new services and support to people affected by cancer. In the short time of opening (Sept – March) the services were very popular and feedback had been extremely positive.

He thanked Macmillan Cancer Support for their financial support for the operation of the WICCI Social Fund, the running costs of the WICCI Project and also for the grant to set up the WICCI Centre.

He also thanked landlord, Donald Macfarlane, who made several adjustments and personal contributions to get the WICCI Centre up and running.

Special thanks were given to those who donated to the GoFundMe campaign, including the Hebridean Men's Cancer Group and the Pentland Windfarm group.

Donald outlined that current statistics show around 300 people are diagnosed with cancer in the Western Isles every year. He thanked Macmillan Cancer Support for their understanding and commitment to helping those newly diagnosed and living with cancer through the provision of support of Macmillan Nurses and other initiatives such as MoveMore and the helpline.

In the Western Isles he explained that cancer patients often experience different and extra pressures as a result of a cancer diagnosis and living in the Western Isles and again thanked Macmillan Cancer for recognising these challenges and supporting WICCI to help address them.

He particularly thanked Janice Preston (Macmillan Manager for Scotland) and Joanne Adamson (Macmillan Partnership Manager) for their support and advice over the past year and paid special thanks to Tommy Gorman, the Macmillan representative on the WICCI Board of Trustees, who is retiring from that role after years of help and support to get the WICCI project established. Donald explained

that he always felt he could call on Tommy for his advice and guidance over the years and he would miss his support. All Trustees added their thanks to Tommy for his service and wished him well.

He thanked Kay Mackinnon, Macmillan Benefits Advisor, for her work supporting people through the benefits maze and completing referrals to WICCI. Most of the applications to WICCI come through Kay and the support she gives people is appreciated by all at WICCI.

He thanked all those who have contributed financially to WICCI over the past year through donations or fundraising. He explained that all the donations received are unsolicited and at present WICCI does not fundraise to support the operation of the organisation.

He finally thanked the local Macmillan Fundraising Committee and everyone in the Western Isles who regularly contribute and donate to Macmillan Cancer Support, which in turn, then benefits people living with cancer through initiatives such as WICCI.

Finance Report – Lindsay Macleod

Lindsay presented her report as Treasurer for WICCI for the period Dec 18 – Dec 19.

She explained the Social Fund started 2019 with £70,000 and by December 2019 this had been spent with over 149 applications supported. She updated that the Social Fund was again supported with £70,000 for 2020.

A special grant was received from Macmillan Cancer Support for the set up costs of the WICCI Centre along with donations from other sources.

There was a general increase in expenditure due to an increase in costs associated with the set up of the new centre and a new employee.

The project continued to claim all running costs from Macmillan Cancer Support, until the project ends in December 2020. There will be an expected underspend and discussions are taking place with Macmillan about future funding along with other funding options.

There are some challenges going forward with funding uncertainties. The furlough scheme over lockdown has helped relieve some pressure.

Lindsay thanked CIB Services for their help and preparation of accounts.

Those present approved accounts.

Donald thanked Lindsay for her stewardship of the financial records of WICCI.

Development Manager report – Helen Sandison

Helen gave her update including the following information:

Social Fund - 311 applications approved, £148,603 spend to date.

Travel and travel expenses remain the highest request for funding followed by heating costs and clothing.

WICCI Centre Officially opened for treatments in Sept 2019. 3 to 4 treatments on offer every week
Therapists – 6 in regular use (Reiki, Oncology massage, Counselling, Reflexology, Indian Head Massage & Podiatry). Locations – Stornoway & Barra (counselling), Uist counselling and therapies in development. Roughly 10-12 people affected by cancer through the centre every week (treatments & enquiries). (Excluding the choir +10) Feedback forms – overwhelmingly positive and demonstrating impact into lives of those affected by cancer. Referrals – most are self-referrals, then through family encouragement / word of mouth, Macmillan Nurses and GP.

Funding Allocated funding from Macmillan expected to finish November 2020.

Actively looking now for other funders to help with the costs of the project, including the WICCI Centre therapies from Nov 2020 for 3 years.

Helen thanked the therapists and counsellors who had joined WICCI to offer their services.

She thanked the WICCI Trustees for their continued support and guidance over the year and for stepping in to manage the project during furlough.

She also thanked Kay Mackinnon and local Macmillan Nurses for their support and referrals and to Joanne at Macmillan for her help and guidance.

Mabel added her thanks to Donald for stepping in during furlough of staff to take on the operation of the Social Fund. All present added thanks.

3. Resignation and Appointment of Trustees

Donald explained the process for the rotation of charity trustees.

He announced that Alasdair MacEachen notified of his intention to retire as a Trustee in March 2020.

George Murray and Tommy Gorman also wished to retire at the AGM.

Donald thanked the retiring Trustees for their support and involvement with WICCI over the years.

In accordance with the constitution of the charity, 1/3 of trustees must resign every year.

There is space for 12 Trustees on the board.

All remaining Trustees indicated that they wish to re-stand as a Trustee.

Helen explained that Donald John Macdonald from Uist and Mairi Helen Macdonald from Lewis had applied to stand as Trustee.

Those present accepted the nominations of Trustees and welcomed Donald John and Mairi Helen as Trustees. (nominated; Donald, seconded; Mabel)

Macmillan Cancer Support had nominated Lorraine Sloan, to be the new Macmillan Representative on the Board. Donald welcomed Lorraine and added that he looked forward to working with her.

That meant there were 11 Trustees on the Board, so there was space for one more.

Helen asked if anyone present would be interested in standing. Christine Mitchell, Colin Shaw and Katie Macneil were asked, but declined at present.

4. Appointment of office bearers

Iain, as vice-chair then took over the meeting.

Iain added his thanks to Donald for his time as Chairman, outlining his skills as leader, giving excellent direction and how important he was to the success of the organisation.

The position of Chairperson was proposed for Donald by Iain and seconded by Mabel.

Donald accepted and then took over the running of the meeting.

Vice chairperson – Iain was proposed by Don, seconded by Christina.

Treasurer – Lindsay was proposed by Christina, seconded by Don

Secretary – it was agreed that the position of Secretary was not needed at present so not filled. Donald indicated that should this be necessary to reappoint it would be.

5. Appointment auditors

All present agreed to re-appoint CIB services as the accountants of the charity.

Donald noted his thanks to CIB for their advice and support in establishing the furlough procedures.

6. AOB

A discussion took place about the impact of Covid on the WICCI Centre and also the impending end of funding agreement for WICCI with Macmillan.

Donald explained that it was important for the Trustees to meet asap about the funding issues.

Joanne Adamson, Macmillan Partnership Manager outlined the position of Macmillan Cancer Support. She explained the huge impact covid has had on the charity, with fund raising income hit really hard, which then has an impact on what services that can be supported.

Joanne explained that the Service Development Fund (aka the Social Fund) will need to be applied for as soon as possible and that that funding can be used for any issue WICCI wishes.

Joanne also explained the prospect of a new initiative called 'Improving the Cancer Journey' and that there was a possibility of rolling out such an initiative in the Western Isles.

Donald then concluded the meeting and thanked everyone for attending and their support.

Meeting closed at 8.15pm. Minutes taken by H Sandison