



Minutes of Humanitarian Centre Annual General Meeting 6th March 2014, 5:30pm; Emmanuel United Reform Church

Trustees:

Steve Jones (Chair of Trustees, The Humanitarian Centre,).

Shelley Gregory-Jones (Humanitarian Centre Trustee; PHG Foundation), Andrew Lamb (Humanitarian Centre Trustee; Engineers Without Borders UK), Charlotte Sankey (Humanitarian Centre Trustee), Dominic Vergine (Humanitarian Centre Trustee; ARM), Bhaskar Vira (Humanitarian Centre Trustee; University of Cambridge Conservation Research Institute), Alison Walsham (Humanitarian Centre Trustee), Amy Weatherup (Humanitarian Centre Trustee; i-Teams).

Attendees:

Hugh Brammer (Humanitarian Centre Independent Consultant member), Ben Britton (The Mountain Trust), Jerry Carr-Brion (Cambridge Oxfam Group), Martin Burchell (Aptivate), Jeremy C., Patrick Colquhoun (Medical Support in Romania), Sadia Cuthbert (Cambridge Judge Business School), Balbir Datta (Rama Foundation), Jenny Debenham (The Liberated Feast), Bridget Gough (Khandel light), Peter Gough (Khandel light/ Addenbrooke's Abroad), William Harnden (The Karen Hilltribes Trust), Richard Hayward (Anglia Ruskin University), Patrick Hoffmann (Cambridge Development Initiative), Caroline Jaine (Cambridge International Arts), Charles Lang (Raspberry Pi Foundation), Theodore Menelik (Menelik Education), Gloria Musekiwa (RESULTS Cambridge), Xocas Cardama (PwC), Sian Nash (Mott Macdonald), Laura Osborne (VSO Cambridge Supporter Group & AfID), Graciela Oroche (Cambridge Cyrenians), Bill Papworth (ELST), Hilary Papworth (ELST), Katherine Parkin (University of Cambridge), Lucy Peacock (Concordis International), Jason Pennells (Cambridge Education), Keith Ricketts (Freelance), Ann Roberts (Concordis International), Ian Sanderson (Afrinspire), Nidhi Singal (University of Cambridge), Catherine Squire (Humanitarian Centre Independent Consultant member), Colleen Souness (Independent Evaluator), Abi Taylor (Student Hubs), Sofia Thuru (Student, Cambridge), Stephen Tomkins (Cambridge VSO Supporter's Group), Shiraz Vira (Camvol), Keith Virgo (Village Ways), Dan Waistell (Cambridge Education), Geoff Walsham (Judge Business School), Janice Wilkins (Cambridge International Arts), Kelvin Wong (Cambridge Development Initiative), Sarah Wraight (Fauna & Flora International).

Staff Members:

Sonia Roschnik (Director, The Humanitarian Centre), Anne Radl (Projects Manager, The Humanitarian Centre), Janice S. Pedersen (Resource Centre Manager, The Humanitarian Centre).

Volunteers:

Kirsty Brain (Humanitarian Centre Volunteer), Gabriella Braddell Dawson (Humanitarian Centre Volunteer), Evie Browne (Humanitarian Centre Volunteer), Nancy Gerein (Humanitarian Centre Volunteer), Tom Hughes (Humanitarian Centre Volunteer), Erica Jones (Humanitarian Centre Individual member/Volunteer), Alice Krozer (Humanitarian Centre Volunteer), Lizzie Mahoney (Humanitarian Centre Volunteer), Sally Millett (Humanitarian Centre Volunteer), Pippa Tagart (Humanitarian Centre Volunteer).

Apologies: None.

Part A: Formal business (5:30pm –6:30pm)

Welcome and introduction to the meeting (*Steve Jones, Chair of the Board of Trustees*)

Welcome note from Lord Richard Wilson, new Patron, read by Chair of Trustees.

1. Minutes of the Humanitarian Centre AGM held on 25th April 2013

The minutes of the meeting were agreed as correct and signed. There were no matters arising.

Bill Papworth proposed the motion and Hugh Brammer seconded.

2. Reports and accounts

- a. Report on the accounts for the period August 2012 to July 2013 and the report of the independent examiners, including independent examiners' appointment for 2014 (*Amy Weatherup, Trustee and Acting Treasurer*)**

See Document 3. Financial Highlights.

- Costs and funds raised were both lower for the year than originally expected, due to the departure of our Director, Anna-Joy Rickard, in January, after nearly 2 years in post.
- The National Philanthropic Trust has committed to provide 50% of our planned funding needs for the next three years. This gives us a solid financial base from which to build up our fundraising from other sources during that time.
- The main change in our cost base is the need to pay for office space for the first time, temporarily at the IdeaSpace and now at the United Reformed Church on Trumpington Street.
- This leaves the HC well set up for the next few years with a new director, new home and secure funding.

- b. Highlights of the past year (*Janice S. Pedersen, Resource Centre Manager & Anne Radl, Programmes Manager*)**

- Seven new organisational members (Cambridge Development Initiative, Cambridge International Arts, Cambridge Crystallographic Data Centre, Friends of Calcutta Cathedral Relief Service, Oxfam GB – East Anglia Office, Tropical Agriculture Association, Cambridge University) and over 20 individual members have joined the network this year.
- The HC has continued to run high-quality well-attended events, for learning, networking and socialising.
- Students and young people continue to support the HC through volunteering, and the HC supports their professional development.
- The Global Food Futures year is well underway. Planning has started for the Human Rights and poverty themed year in 2014-15.
- It has been challenging to move office twice in one year. We are looking forward to settling into our new office with a new Director.

c. Proposals for the year ahead (*Sonia Roschnik, Director*)

See Document 6. In a Nutshell:

- A key priority for the next few months will be to clarify the HC's vision and strategy. This will be done with members.
- SR described the HC's core values and purpose: creating space to open conversations, cross-fertilise sectors, drawing on the richness of Cambridge experience.
- Membership should be expanded to reach beyond NGOs to colleges, academic departments, private sector and others.
- SR proposed two challenges for HC:
 - o to represent global voices in every part of our organisation and activities
 - o to measure the impact of our work.
- Some proposed ideas for HC development:
 - o HC awards to members
 - o HC visiting scholars
 - o Summer school
 - o Standards for good volunteering, projects, evaluations.
- What are the success criteria for HC?

3. Appointment of charity trustees

a. Current Trustee Board and proposals for 2014-15

Trustees introduced themselves to the members.

b. Appointment of Trustees: Bhaskar Vira , Amy Weatherup (as Treasurer)

Bhaskar Vira was formally appointed to the Board of Trustees. Proposed by Steve Jones, passed unanimously.

Amy Weatherup, trustee, was formally appointed as Treasurer to the Board of Trustees. Proposed by Steve Jones, passed unanimously.

c. Re-appointment of Trustees: Dominic Vergine

Dominic Vergine was formally re-appointed to the Board of Trustees for the next 3 years.

d. Election of Members' Representative Trustee for 2 years

Theodore Menelik of Menelik Education and Ben Britton of the Mountain Trust pitched to represent the members on the Board of Trustees. BB received 11 votes and TM received 6 –both were elected to the Board.

Steve Jones proposed that we should modify the Articles of Association, as follows:

- Trustees can serve for up to two terms of 3 years (i.e., a maximum of 6 years)
- A trustee who has served as either Chair or Treasurer for three years may serve an extra 3 year term (i.e., a maximum of 9 years).

A formal proposal will be put to the 2015 AGM.
There are likely to be several changes of Trustees at the 2015 AGM.

Steve Jones indicated that under the proposed rules, he would have to stand down as a trustee at the 2016 AGM. Since he has already served 4 years as Chair, he said that he intended to stand down as Chair before the next AGM.

4. Members' proposed resolutions

None proposed.

5. Any other business

Keith Virgo of Villageways proposed the Board selects a deputy chair, who can then take over as Chair. This was agreed.

Part B: Participant engagement and networking (6:30pm –7:30pm)

1. Humanitarian Centre Artists in Residence, Cambridge International Arts. *(Caroline Jaine and Janice Wilkins)*

2. Responding to our challenges

- a. To represent global voices in every part of our organisation and activities
- b. To make significant inroads into measuring the impact of our work together

3. Drinks reception

Accompanying papers:

1. Minutes of the Humanitarian Centre Annual General Meeting of 25th April 2013
2. The Humanitarian Centre Annual Report and Financial Statements for the Year Ended 31 July 2013
3. Financial Highlights
4. Trustees, Staff and Volunteers
5. Members' Representative Trustee Pitches from Theodore Menelik of Menelik Education and Ben Britton of the Mountain Trust
6. The Humanitarian Centre in a Nutshell: Together for a world without poverty