**MINUTES OF MND SCOTLAND AGM**

**HELD ON MONDAY 29TH JANUARY 2024**

**ONLINE VIA ZOOM 6pm**

|  |  |
| --- | --- |
| **PRESENT & APOLOGIES**  |  |
| See Appendix 1  |

|  |
| --- |
|  **GOVERNANCE** |
| **1.0** | **Chairman’ s Welcome** |
|  | At 6pm and the meeting being quorate[[1]](#footnote-2), Adrian Murphy, Chairperson, welcomed Members, Staff, Trustees and the Auditor to the AGM.  The Chair confirmed the format and agenda of the meeting and proceeded to Agenda Item 2.0 |
| 2.0 | **Apologies for Absence** |
|  | The Chair confirmed that several apologies had been received and these would be recorded in the Minutes Appendix. |
| 2.0 | **Minutes of the 2022/23 AGM** |
|  | The Chair confirmed that the Minutes of the 22/23 AGM were made accessible via the website. The Chair proposed the minutes and this was seconded by Liz McRobb. The Minutes were adopted as a true and accurate record.  |
| 3.0 | **Annual Review** |
|  | The Chairperson introduced the CEO, Rachel Maitland, who reflected on the 2022/2023 challenges and achievements, highlighting:* In June 2022 we launched our new branding and three-year strategy (2022-2025) which seeks to build on our experience and expertise from the past 40 years, harnessing our unique position at the heart of the MND Community to guide us forward to become a more robust, resilient and engagement organisation. Making time count is a principle that runs to the very heart of our organisation. Everything we do and the way in which we do it, puts the MND Community at our core.
* We introduced an Executive Leadership Team and secured a new Head Office in Glasgow City Centre in June and have introduced a new hybrid working model. We pride ourselves in operating in a flexible working environment and collaborative working is at the core of what we do.
* We would not be where we are without our incredible supporters to generate income that we need to continue to provide the services and support that we do to the MND Community. We give you our continued commitment that we will make every penny you raise work hard, being efficient in our processes and innovative in our outlook to ensure we can significantly but sustainably increase the amount we spend on providing services for people living with MND and their loved ones.
* Our corporate supporters continue to provide funds and raise awareness of MND, our innovative sponsorship deal with Dell Technologies was extended with MND Scotland continuing to be Heart of Midlothian’s front of shirt partner. The club has engaged in a series of events to highlight both the work of MND Scotland and the stories of people who have been affected by Motor Neuron Disease

For the people with MND time is precious. That’s why when time matters most, we’re a helping hand of support, so the people living with MND can make time count with the ones they love. In 2022/2023:* Our Advocacy team supported 131 people with MND to:
	+ Move into homes that met their needs.
	+ Access adaptations to stay where they were already living.
	+ Access care packages that meant they could live longer in their homes with comfort and dignity.
* 508 hours of counselling were provided to people with MND, their carers and bereaved carers helping them to work through their feelings.
* Our Welfare & Benefits team provided benefit advice and support to over 244 people with MND and their carers, dealing with 744 enquiries and generating over £1.5 million in benefits and funding. This allowed the people we support to feel less anxious and stressed about their finances meaning they and their families could get on with having fun, building precious memories and making time count.
* Provided legal support with wills and power of attorney grants for 129 people with MND and their families.

Plans for Future Periods* We will be proactive in our approach, continuing to invest in ground-breaking research, making our voice heard through our tireless campaigning and ensuring that people with MND have the best possible outcomes in life and dignity in death. Reaching new audiences via our rebrand we aim to ensure every person in Scotland knows MND Scotland and what we do. So they know we are here for them should they need us. We will forge new and robust partnerships across and within sectors, learning and sharing knowledge and collaborating wherever possible. Every one of the team at MND Scotland is committed to our cause. We will make time count.

The CEO gave thanks to MND Clinical Nurses and Consultants, fundraisers, staff and board of trustees for their ongoing support and contribution over the past year. She extended thanks to all attendees at the AGM, for taking time to attend. The CEO again provided many thanks for support shown and confirmed it was a privilege to be the CEO of MND Scotland. |
| 4.0 | **Treasurer’s Report** |
|  | The Director of Operations, Sharon Gillies was introduced to speak on the Treasurer’s Report. Who confirmed that in accordance with the rules, the Annual Accounts had been approved by the Board of Trustees and were now presented to the AGM. Directing Members to their copies of the accounts available on the website, she highlighted key points, including: 1. The Statement of Financial Activities shows net expenditure for the year of £1,286,603 for the year ended 31 March 2023, compared to £723,603 in the prior year. As a result, the charities reserves fell from £4,149,993 to £2,863,390. Inline with our current strategy to draw down reserves to increase service offerings and investment in research, there was an expected deficit in the year.
2. The Charity’s income increased by 25% from £2,231,361 to £2,796,783 of which £317,740 were restricted donations to fund specific activities. The charity benefited from the UK Government ‘ COVID Medical Research Charity Support Fund’ which provided £261,360 to ensure committed spend on qualifying research funding in 22/23 was able to be honoured.
3. The Charities Expenditure increased by 34% from £3,012,763 to £4,042,726 the cost of raising funds increased from £453,536 to £586,858 and cost of Charitable activities increased from £2,559,227 to £3,455,868. Aside from increased staffing and operating costs one of the key increases was grants made to people with MND increased from £479,470 (paid to 313 individuals) in 21/22 to £629,059 (paid to 480 individuals) in 22/23.
4. Unrestricted General Fund reserves fell from £3,483,376 to £2,831,146. The charity’s outstanding research commitments as of 31 March 2023 were £668,698. This includes £158K in relation to MND Smart Clinical Trials.

The Chair introduced Allison Devine, senior statutory auditor for Alexander Sloan Accountants and Business Advisers to provide the Auditor’s Statement. |
| 5.0 | **Auditors 22/23** |
|  | Allison Devine of Alexander Sloan confirmed the financial statements reported on the period to 31st March 2023.Independent of MND Scotland, Board of Trustees and Executive Leadership Teams the auditor confirmed it was their responsibility to provide an independent view of MND Scotland to it’s members as to whether the financial statement prepared provided a true and fair view of the financial position of the charity. She advised that the review given an excellent overview of the accounts and then referred to the principal Auditors report, confirming the auditors are satisfied that:1. give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources for the year then ended;
2. have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
3. have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

For the comfort of the members, a few inclusions within the auditors report were highlighted:In auditing the financial statements, we have concluded that the Trustees’ use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company’s ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.In summary, the auditor’s statement contained within the financial statements is referred to as a clean, unqualified, unmodified audit report, providing a high level of assurance for the Board of Trustees and members.The Auditor thanked the CEO, Board and Finance staff for their assistance to complete the audit. The Auditor invited questions. No questions were raised. |
| 6.0 | **Auditors 2023/24**  |
|  | The Chair informed the AGM attendees that Alexander Sloan were reappointed as auditors for the financial year 23/24.The Chair thanked Allison and Alexander Sloan for the long standing and good relationship. |
| 8.0 | **Research Update** |
|  | Director of Research Jane Haley walked AGM Attendees through presentation providing members an overview of the charities Research Funding since 2007, our current research strategy, insight into the funding decision process, current status against strategy deliverables and currently funded projects.  |
| 7.0 | **Board appointments** |
|  | The Chair acknowledged the following Board of Trustee Appointments* Donald McLeod 6/12/22
* Richard Ribchester 30/10/23
* Bryan Garvie 30/10/23

The Chair also acknowledged the following Trustees who have stepped down during the year and thank them for their contribution.* Linda Reid 15/03/23
* David McGraw 15/03/23
 |
| 9.0 | **AOB** |
|  | Concluding the AGM procedures, the Chair opened up the AGM for any member questions. No questions were raised.The chair thanked all for attending and bought the meeting to a close. |

1. Quorum = 20 [↑](#footnote-ref-2)