

MINUTES OF THE 46TH ANNUAL GENERAL MEETING OF THE UK WOMEN'S CLUB OF TRINIDAD AND TOBAGO

Held at the Cascadia Hotel, St. Ann's on 7th March, 2012.

Present:	Pauline Lynas	President
	Margaret Laurence	Treasurer
	Charmaine Callender	Secretary
	Lorenza Robinson	Programme Director
	Babsie Gregoire	Public Relations Officer
	Claudia Yuille	Welcoming
Apologies:	Linda Hayton	Vice President
	Ruth Dennis	Welfare

The Meeting was called to order at 10:15 a.m.

Opening Remarks:

Good morning everyone, on this International Women's Day.

Thank you for attending this important meeting and giving us your support throughout the year.

On the tables in front of you are copies of the Annual General Meeting Minutes of 2011.

The Minutes of the 45th Annual General Meeting were proposed by Babsie Gregoire and seconded by Claudia Yuille.

The Agenda this morning will be as follows:

- President's Report
- Treasurers Report by Margaret Laurence (figures are on each table)
- Welfare Report
- Welcoming Report
- Programme Director's Report

- Public Relations Report

President's Report:

As President I was invited to represent the Club at a Luncheon hosted by the Prime Minister for the Royal Couple. It was a lovely day.

After the reports this morning, we will be voting on how the money we have raised will be donated. These charities have been visited and both the Welfare and the Management Committees have agreed, but the final approval will come from all Members present this morning.

It has been a relatively quiet year as a result of not having a Fund Raising or Social Chairperson on the Management Committee, something we hope will be remedied today, for the coming year.

In May, Andrea Leigh and Caroline Tanner organized a fund raising Royal Quiz at Andrea's home. This was a great success and it turned out to be a very entertaining evening. We have also had two (2) fund raising Coffee Mornings and of course the Premier of the Iron Lady at Movie Towne. We managed to sell over 400 tickets for the Premier which, considering everything else going on at that time, (Carnival activities) we did very well, so thank you to all those involved with the organizing of the events and those who supported the events.

March 2011, Ruth Dennis kindly came forward and offered to take on the Welfare Chair, for a period of six (6) months, unfortunately no one else came forward to assist in those six (6) months. As a result Linda Hayton graciously took over the role in addition to her duties as Vice Chair of the Club. A big thank you to Ruth and Linda.

Although we did not have a Social Chairperson this year, Suzette Pereira stepped in and organized a visit to the Angostura distillery and also to a Cocoa Plantation. A delicious meals followed both tours. Thank you Suzette.

We thank Andrea Leigh who continues to give of her services to have the Newsletter prepared and printed in a timely manner.

Margaret Laurence has held the position of Treasurer for three (3) years running and has done a sterling job of keeping the records of members and most importantly making sure the financial books are balanced at the end of each year. This will be a very busy year for the Treasurer due to the Ball and it seems a lot to expect for someone new to learn and cope with the day to day demands of record keeping and balancing books, as well as the extra work with the Ball, the Management Committee would like you to vote on allowing Margaret to serve for another year as Treasurer. Of course if anyone comes forward to take on the job there would have to be a vote. Without your permission, she will not be

able to stand again just for this year. Please could we have a show of hands for Margaret to be allowed to be re-elected?

There was a unanimous show of hands which confirmed that Margaret Laurence, would serve as Treasurer for another year.

The Management Committee has voted not to hold an Awards Ceremony this year due to the cost of preparing and having such an event and not having many of our members show up on the day. It was agreed that the committee will visit the recipients and present the relevant cheques. Photographs will be taken for our records and publicity.

Following all Chairpersons reports this morning, we will take comments or suggestions from the floor. We will also have an approval for how the moneys are to be spent this year and do our best to answer any questions members may have.

Thank you very much. I will now hand you over to Margaret who would read the Treasurer's report.

TREASURERS REPORT:

Good morning Ladies,

Once again, I would like to thank Sarah Insanally for being the Assistant Treasurer for another year which has been very difficult for her, health wise. We do hope that the rest of 2012 will bring her good health and happiness. Thank you too, Carol McILwaine, for helping out sometimes when Sarah was unwell.

Copies of the Un-audited Statements of Accounts for the year ending 31st January, 2012 are on your tables. The books of accounts will shortly be submitted to David Montgomery & Company for auditing. We thank them for carrying out our audit free of charge and we hope that they will agree to do the same for the new financial year.

You will notice that this past year has again not been a good one, financially. The balance in the Members' Fund dropped from \$22, 154 to \$18, 197. The Charity Fund has also dropped, from \$417,791. to \$287,589., due to our lack of fund-raising events. However, we have quite a few new members in our Club and we feel sure that they will help us make 2012-2013 more successful. We have several fund-raising events already lined up for this year and look forward to having fun and extending friendships with all members as we participate in the various activities.

I would like to thank my husband Patrick, once again, for all the computer work he has done for me during the year. Our thanks are also given to Andrea and Alice for their work on our Newsletters.

The un-audited accounts are now included below.

Thank you for your kind attention.

UNITED KINGDOM WOMENS' CLUB OF TRINIDAD AND TOBAGO

ANNUAL GENERAL MEETING 2011

UN-AUDITED ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2012

	2012	2011
<u>CHARITY FUND</u>		
Balance as at 1st February	287,589	417,791
<u>RECEIPTS</u>		
Fund-raising Events -- including Poppy Sales	20,835	80,065
Humming Bird Day Camp -- Cancelled cheque	3,000	--
Unit Trust Interest	3,464	6,310
Late receipt for 2009 Ball.	--	5,000
Raffles and Donations	3,845	--
	31,144	91,375
Total Receipts	\$318,733	\$509,166
<u>EXPENSES</u>		
Fund-raising Expenses	5,108	16,907
AGM Approved Expenditure	108,296	204,670
Poppy Sales for 2010 & 2011	720	--
Total Expenses	114,124	221,577
<u>Balance as at 31 January</u>	\$204,609	\$287,589
<u>MEMBERS' FUND</u>		
Balance as at 1st February	22,154	21,279
<u>RECEIPTS</u>		
Subscriptions and Joining Fees	12,250	6,925
Monthly Meetings	14,350	15,600
Adverts & Newsletters	1,075	1,500
Social and Miscellaneous	22,462	12,665
Bank Interest	53	251
Nearly New and Sales Commissions	1,391	858
Raffles	2,120	3,347
	53,701	41,146

Total Receipts	\$75,855	\$62,425
<u>EXPENSES</u>		
Monthly Meetings	17,895	15,635
Flowers and Gifts	3,314	3,646
Printing & Stationery	3,114	3,713
Social and Miscellaneous	31,948	16,398
Bank Charges	327	269
Public Liability Insurance	1,060	1,060
<u>Total Expenses</u>	57,658	40,721
Surplus/(Deficit) of Income over Expenses	(3,957)	450
Balance as at 31 January 2011		\$22,154
<u>Balance as at 31 January 2012</u>	\$18,197	

3-Mar-12

U.K.W.C. Pub Quiz 29th April 2011

INCOME

Ticket Sales -- 69		\$17250
Drink buy back -- Carolyn	\$681	
“ “ “ Andrea	372	
Bar and Raffle	4,029	
Bar returns	900	
Carib Brewery refund	<u>1035</u>	<u>7,017</u>

TOTAL INCOME **\$24,267**

WELFARE REPORT:

As I am in the UK, I have asked the President to give this report for me. As you will be aware Pauline is a staunch supporter of our Welfare efforts and will be able to answer any questions you may have.

This year was particularly challenging as we did not have a Fund Raising committee and I know all of you have made great efforts to ensure that we have funds to distribute this year.

I must particularly thank Andrea Leigh and Carolyn Tanner for running the Pub quiz last May, Anne Blache-Fraser and Suzette Pereira for organizing the Reception for the Charity Premier of the Iron Lady and the President who has hosted two (2) Fund Raising Coffee Mornings at her home. Without their efforts and those of Margaret Laurence our Treasurer we would not have had any funds to distribute let alone acquire the respectable sum of \$70,000.00 which I am now going to ask you to vote on.

Before I do so, I would like to explain that this year there will be no Awards Ceremony. The Management Committee has decided to omit this event this year partly because everyone is going to be very busy organizing the Ball and partly because we really cannot afford it. Several people have said how useful and enjoyable they find the event and we certainly do not wish to do away with it entirely. We are thinking of perhaps having a Coffee Morning instead.

On the tables before you, there are copies of the proposed Welfare allocations for this year, with notes explaining reasons for the allocations. You will see that the figure allocated is \$64,200.00, whilst I indicated that \$70,000.00 was made available. The reason for this is that several of the projects which we have agreed to fund are not yet up and running.

This applies in particular to the Morris Marshall Foundation in St. Barb's Laventille, who asked for assistance to put on a soft furnishing's course. There is no way that we could support the entire course but we could pay a teacher to come and teach upholstery for sixty-eight (68) hours.

To a lesser degree, to the Corpus Christi College of Occupational Training who will need equipment for their training kitchen when it is rebuilt. The kitchen was flooded and invaded by termites, but until the structure is repaired the equipment will be useless. By holding back some funds we can be assured that they will be available when required. This is something which is important to the charities when they are preparing their budgets.

On another note, the Interclub Members have been made aware of our upcoming Charity Ball and our Charitable organizations for the New Year.

Listed below are the Charities and the allocations, for the coming year.

	Amount suggested	Notes
All Saints' Church Gordon Home for senior Citizens	8,000	approximately half cost of stove requested - old one is 23 years old
Cluny Project for the Needy	5,000	They help people with housing. Money to provide building materials. Name of Hardware shop required
Corpus Christi College of Occupational Education and Training	0	Kitchen for Domestic Science CXC ruined by floods and termites- Money for equipment when Kitchen refurbished Will help but only when work has been done on kitchen
CARAID	5,000	Money for stationery for conference for professionals dealing with alcohol and drug dependence
Dyslexia Association	2,800	For materials - costings provided
Healing With Horses	5,000	To improve the body, mind and spirit of children and adults living with disabilities through the partnership with the horse and therapy
Lady Hochoy Home	6,000	Speech therapy for 8 children Some invoices attached
Madinah House	2,000	For 3 computer desks and chairs.
Morris Marshall Deveolpment Fund	0	For Soft Furnishing Project - will provide \$5,100 for 68 teaching hours on provision of invoices. Course has not yet been set up
St Ann's Home for the Elderly	4,000	For dryer.
St Martin's Association StAnns/Cascade Life Center	5,000	For breakfast and hampers .
The Life Centre	6,400	For Drama lessons School for Autistic children - For transport to external activities, swimming , riding
The Memisa Centre	5,000	Special needs adults: thermostatically controlled safe heaters for shower water.
Vitas House ltd	5,000	Hospice
	64,200	

The allocation of monies shown above was voted upon and agreed by a show of hands, by the members present.

PROGRAMME DIRECTOR'S REPORT

Good morning Ladies.

Our Guest Speakers for the year were as follows:

- **April:** Guest Speaker Mr. Jerry Besson - Historian. His topic was story telling of Trinidad & Tobago.
- **May:** Charity Award Ceremony. Distribution of monies to various organizations.
- **June:** Guest Speaker Mr. Burrell – Nutritionist-Health foods
- **July and August:** Holidays
- **September:** Demonstrations of Quilting and talk by Lorenza on Ceramic Painting. Six (6) Members tried their hands on tiles. Well done.
- **October:** Business Meeting
- **November:** Chocolate demonstration by Ms. Astrida Saunders
- **December:** Vendors. Mini Market for Christmas items. Presentation of toys for a school.
- **January:** A short talk with His Excellency Mr. Arthur Snell, the British High Commissioner
- **February:** Delightful singer Ms. Natasha Babwah
- **March:** The Annual General Meeting and Election of Officers

Public Relations Report:

Looking back over the past twelve months, we had the coverage given to the Farewell for the Jenkinson's and the 2011 Charity Awards Function which was quite good. This was followed up with communication to the media. The coverage was greatly appreciated.

Information about the Club's monthly meetings continues to be sent for posting in the **'What's on'** Section of our 3 daily newspapers. I must add here that whilst engaging in conversation with Jacqueline Marajh (one of our new members) I learnt that she attended

our monthly meeting because she had seen the details in the ‘**What’s on**’ Section. Three Cheers there!

PR Activity over the year/shift of focus:

Other than the Pub Quiz (no PR required here) and Premier Event (the Iron Lady), the rest of the year was quiet, with the Club focusing more on building more intermit relations among the membership, a new PR slant (approved by Management Committee) emerged. This new PR slant involves one or two (1 or 2) members of the Club volunteering to be interviewed and sharing with us a bit of their life story. I must stress here this information is for the UKWC Newsletters ONLY.

Upcoming events:

The upcoming Event for June 9th will bring with it an increase in the pre-event publicity and this has been outlined in a separate document for the 2012 Jubilee Ball Committee.

PR corner:

Thank you to the members who volunteered their stories for the PR CORNER and to local media outlets for their coverage and support during the past year.

In closing I have learnt that good PR doesn’t necessarily require that the Club knows the CEO, Editor in Chief or anyone in particular in the media, even though such relations come in handy. **Good PR ‘gets ink’ because a good story has been well-told to the right people.**

Other Matters:

The following suggestions were made by Joan Kenny:

- A close look needs to be given to the official start of the Monthly Meetings. Currently we have been starting at 10:00 a.m.
- Life Members should try to come to meetings.
- All members should get involved with suggestions for Fund Raising events and run the Fund Raising events.

At this time Pauline mentioned that there will be a ‘Hand Over’ meeting on the 29th March, 2012.

There being no further business, the Meeting ended at 11:30 a.m.

ELECTION OF THE NEW MANAGEMENT COMMITTEE FOR THE YEAR 2012/2013

The Nominations Officer, Carol McILwaine, called the meeting to order, announced the proposed officers and the new persons who were elected to fill the posts.

President: Ms. Pauline Lynas was proposed by Claudia Yuille and seconded by Charmaine Callender

Vice President: Ms. Linda Hayton was proposed by Suzette Pereira and seconded by Linda Hayton

Secretary: Ms. Charmaine Callender was proposed by Annette Awuku and seconded by Joan Kenny

Treasurer: Ms. Margaret Laurence was proposed by Sarah Insanally and seconded by Pauline Lynas

Assistant Treasurer: Ms. Phillipa Whittle was proposed by Joan Kenny and seconded by Suzette Pereira

Fundraising: Ms. Jacqueline Marajh was proposed by Margaret Laurence and seconded by Sarah Insanally

Welfare: Ms. Heather Alcazar were proposed by Anne Blache-Fraser and seconded by Sonia Thompson

Social: No Nominees.

Welcoming: Ms. Christine Hunter was proposed by Joan Kenny and seconded by Margaret Hepburn

Programme Director: Ms. Lorenza Robinson was proposed by Suzette Pereira and seconded by Liane Kalyaniwala

The following Officers were elected to the Management Committee for the 2012-2013 term of Office

President	Pauline Lynas
Vice President	Lynda Hayton
Treasurer	Margaret Laurence
Assistant Treasurer	Philippa Whittle
Secretary	Charmaine Callender
Welcoming Chairperson	Christine Hunter
Welfare Chairperson	Heather Alcazar
Social Chairperson	No Nominees
Fundraising Chairperson	Jacqueline Marajh
Programme Director	Lorenza Robinson
Public Relations Officer	Babsie Gregoire
Newsletter Editor	Andrea Leigh

At this time Pauline thanked everyone for their kind contributions and support.

The meeting ended at 12:00 noon. This was followed by a light finger buffet.