



**Minute of
Annual General Meeting of
Aberdeenshire Voluntary Action
27 February 2023
at 1000hrs
held online through Teams**

Present: see Appendix 1

Apologies: see Appendix 2

1. Welcome and Apologies

Chris White (Chair) welcomed members to the meeting and noted that apologies will be added to the minute of the meeting. He confirmed that there was a quorum present and, therefore, declared the meeting open.

2. Minutes of the previous meeting and Matters Arising

Minutes of the previous meeting held on Monday 6th December 2021 were available online for review in advance of this meeting. There being no matters arising, they were proposed as correct by Sue Kinsey, seconded by Aileen Longino.

3. Report from the Chairperson

Chris White stated his thanks to everyone who is participating in this Annual General Meeting of Aberdeenshire Voluntary Action. He thanked those who had given their time to join the meeting this morning and thanked the members who took the time to nominate a proxy who will be delivering their voting intentions on their behalf a little later on in the proceedings. AVA needs its members to be engaged in processes like this to allow it to function, and we don't take your support for granted.

He started his report by reminding members of AVA's key strategic aims which have recently been refreshed to make them more relevant as we all hope to emerge from the grip of the pandemic as soon as we possibly can. These aims are to support:

1. Connected 'community, voluntary, and third sectors' engaging in mutually beneficial collaborations with the public and private sectors;
2. Diverse and responsive 'community, voluntary, and third sectors' with the necessary capacity and capability to deliver its services; and
3. Resilient 'community, voluntary, and third sectors' able to adapt when circumstances require.

Financial

With these aims in mind, he was pleased to be able to report that AVA's financial performance was once again positive in the year 2021-22, despite the challenges that many of us faced as the collective community, voluntary, and third sectors. In the absence of Fiona Smith, AVA Treasurer, he indicated that he would hand over to Dan shortly who will provide a report on our financial performance. One of the key decisions that AVA took as a board during the 2021-22 financial year was to terminate the lease on our office-base and reallocate those funds towards delivery of services for our members and other third sector organisations and he thanked our staff team for their hard work to make this transition to being a virtual third sector interface the success that it has been. As a Board, they are satisfied with AVA's financial performance, and are confident of another year with a positive financial outcome meaning that we can continue to develop our services.

Annual Summary

Once again, a lot has changed within AVA since the previous AGM. We have invested in our staff, our physical resources, and our technology. Our staff team remains at the heart of our organisation and they have delivered many positive outcomes for the groups that they have supported. As an organisation, we were delighted to be entrusted to deliver a number of grant funding programmes to support Aberdeenshire's third sector, and to be the lead partner in partnerships that included our local authority, our health & social care partnership, and NHS Grampian. Delivery of funding to support Mental Health & Wellbeing, Adult Learning and the Just Transition is something that we are all proud of.

We have also welcomed a number of new colleagues who have made a positive impact on us as an organisation, but more importantly on the groups who we support.

We've continued to become more intelligent about our sector and use our developing databases to enable staff to have access to a greater amount of information that ensures a more seamless approach as groups benefit from support from a range of our specialists.

The significant changes to our operating model that we reported at our previous AGM are now embedded into our DNA and have enabled a more structured approach for groups to gain support through.

When thinking about how AVA can help your group or organisation, if you need specific advice about Governance, Rhona is your contact. If it's Volunteering that you need support with, it's Emma and Aileen K that you contact, or for Funding Advice you'll be directed towards either Donna or Gloria, depending on your needs.

Our networks model has been a success, with groups of like-minded organisations coming together to learn from and support each other. That's why Shona has taken over the lead on building a network of organisations whose focus is delivering better outcomes for Children and Families, and why Sharon has made leaps and bounds in building a network whose focus is on delivering an infrastructure of support for people with additional needs to live more independent lives. Heather has joined us this year and is leading on the new Mental Health & Wellbeing network, and in this

current programme of work, we have also recognised the vital role that social enterprises play in creating a more fair and just society, so Aileen L has built a vibrant network of social enterprises that includes organisations delivering a whole range of services that contribute to a thriving local social economy.

One of the gaps in our provision has been having someone to keep an eye on what is happening at local, regional, and national levels concerning policy and consultations, and we are very pleased to have Alasdair keeping a close eye on this for us. Our Policy & Consultations Officer role is shared with our Aberdeen City partners ACVO, and already is making inroads into amplifying the voice of the third sector in decisions that are being made on some weighty policy areas.

The AVA support team also deliver important service for groups and organisations: Jacquie continues to deliver a qualified independent examination of accounts service, and Ruth supports Jacquie to deliver a payroll service that takes the headache out of making sure employees are paid efficiently each month for a range of groups and organisations.

AVA also provides the really important promotion function for the sectors we support, and it is Lindsay and Abigail who are constantly refreshing our social media content that is predominantly filled with promoting the services offered by AVA members and non-members alike. Underpinning everything that AVA does is our data recording system, and it is Isabelle who maintains it, develops it, troubleshoots it and provides support for staff to work within it. She has recently been joined by Jenny who looks after a lot of the administration that goes into funding administration.

Magpie, our reuse and recycle social enterprise based in Banchory, has undergone a transformation in terms of its operations, and its new manager Marie-Anne has been leading on delivery of a range of social responsibilities including gifting of items to families in crisis. We've seen a 59% increase in the number of families requesting support through referral agencies so it's a good thing that we have increased the number of items also being sold at Magpie by 11%. We've seen a 127% rise in the number of emergency food parcels delivered by Stuart and Daniel, and to help us do all of that, we're very grateful to the volunteers who between them have donated 64% more hours of their time between them over the last year. All of this takes coordination, which Steven has supported Marie-Anne with.

AVA has been delivering a number of projects during this period as well. Pauline is about to lead the Community Volunteering Enterprise project, which enables young people to gain an employability-based SVQ qualification as well as gaining valuable volunteering experience to support them on their journey towards employment, into its third year.

Aimi continues to lead the Hospital Homecoming Project where the purpose is to support people to remain in their homes for longer by coordinating a wraparound community-based support mechanism for them. The project is funded by NHS Charities Together (the 'Captain Tom' Fund) and is being delivered on behalf of NHS Grampian's Endowment Fund in partnership with ACVO and tsiMORAY who are our neighbouring Third Sector Interfaces. One of the significant achievements of that project has been to finally get to the point of securing a data processing agreement with NHS Grampian which has been complex to say the least.

Finally, and most recently, we have been joined by Claire to lead on a partnership project with the Health & Social Care Partnership and deliver one of the priorities under a new Local Outcomes Improvement Plan focused on Health & Wellbeing. Claire is heading up the delivery of the mental wellbeing part of this piece of work.

As a final remark before inviting any questions from our members, he offered thanks to his fellow Directors for volunteering to be on the Board this past year, and for the work they have done to secure the governance of AVA for the future.

He then invited any questions from our members on any of our activities from the previous year, or indeed on our intentions for the coming year.

There being no questions from the floor, the CEO then shared a short video of our achievements over the last year contained within the Annual Report. Questions on the Annual Report were invited, none were forthcoming. Members were invited to send an email at any time and AVA will be happy to answer. The Chair recognised the work of the communications team in designing and presenting the report which was circulated online during the meeting before being published widely online next week.

4. Consideration of the Annual Accounts (2021-22)

Dan Shaw (CEO) was invited to report on the Annual Accounts and, with apologies from our Treasurer Fiona Smith for an unavoidable clash in her schedule, Dan provided a brief overview of our annual accounts for 2021-22.

Henderson Loggie LLP have once again acted as our Accountants and Auditors, and we thank them for their diligent scrutiny in preparing our annual accounts.

Whilst AVA's core TSI grant funding has now remained as a flat line income for the last 13 years, our overall income rose significantly during the 2021-22 financial year due to our management of Funds for grant-making purposes. These funds came in two parts; the first being the funds for onward distribution, and the second being administration funds to enable us to build the internal capacity needed to undertake the work.

AVA's expenditure was significantly higher during 2021-22 than in the previous year, which is mainly due to two reasons: The first being the cost of delivering significant fund administration work; and the second being the strategic decision that was made to exit our property leases early so that future funds could be allocated to maintenance and expansion of service delivery. The cost of property exit was funded from our reserves as a strategic investment.

Our unrestricted income rose by 21% to £613,935 and our unrestricted expenditure rose by 69% to £624,586.

Our project funding is, as you would expect, held as restricted funds and the budgeted for support provided to those projects by core AVA staff saw internal transfers of funding that meant AVA finished the year on a positive trajectory where our unrestricted surplus rose by 11% to a level equivalent to 5 months of forward operating costs, which is in line with the reserves policy that our Directors have approved.

Our full accounts document will remain online for your further scrutiny and Dan welcomed any questions.

5. Ordinary Resolution: Election of New Director

Chris handed the floor to Dan Shaw (CEO) to lead those present through the process. The CEO proposed an Ordinary Resolution 'To approve the election of the Fiona Heinonen for the forthcoming term as a Director of AVA (until the next Annual General Meeting not more than 15 months in the future)'.

He stated that AVA had previously notified the membership of a nomination for a new Director of AVA. We have received 47 proxy votes to date and those will be added to the votes that were about to be received from attendees. AVA staff were reminded that they should not take part in this vote. The Communications Manager was asked to put the poll up for those present to vote. Once it appeared that all members had voted, the outcome was added to the proxy votes that we have received. He noted for clarity, for the nomination to stand and the motion to be carried, there must be 50% voting in favour.

The results of the voting poll were confirmed as:

For	88%	(22 votes)
Against	0	
Abstain	12%	(3 votes)

Jim Bruce asked if any members had nominated proxies and subsequently joined the meeting and voted and Dan confirmed he did not believe so. There being 44 proxy votes in favour of Fiona Heinonen being elected to the Board and 3 abstentions through proxy voting, the resolution was carried with 66 votes for (91.6%), 0 against, and 6 abstentions. The CEO welcomed Fiona Heinonen as a Director of AVA.

6. AOCB

Dan handed control of the meeting back to Chris White at this point.

The Chair then opened up the floor to questions from those present. The first question was 'has AVA considered converting to a SCIO for simplicity'. Dan responded that the Board had considered this but felt that the Company Ltd by Guarantee was right for AVA. There was a further question from the same member, 'what impact do you see of the forthcoming changes to the Charity & Trustees Investments Act?' Dan passed this to Alasdair Ross (Policy & Consultations Officer) and he responded there are changes to legislation which will affect all registered charities in Scotland and it is important that trustees and all those involved in the management of charities make sure they have the information necessary to run their organisations effectively within any new rules. There being no further questions, he thanked members for donating their time today to ensure that AVA are able to fulfil their governance requirements and for their support in the previous year. He then brought the meeting to a close and thanked everyone for attending.

APPENDIX 1

PRESENT

Abigail Westwood Patterson	AVA
Aileen Longino	AVA
Aimi Blueman	AVA
Alasdair Ross	AVA
Alison McPherson	Sight Scotland Veterans
Anne Allan	The Family History Society of Buchan
Chris White	AVA Director
Dan Shaw	AVA
David Roper	The Silver Circle SCIO
David Kerr	Ellon Castle Gardens
Debbie Joy	Lumphanan Heritage Society
Debbie Sutherland	Chest, Heart & Stroke Scotland
Diane Tait	Buchan Development Partnership
Emma Christie	AVA
Fiona Heinonen	Kayleigh's Wee Stars
Heather Arni	South West Aberdeenshire CAB
Heather McKay	AVA
Ian Booth	Inverurie Community Energy Society Ltd
Isabelle Taylor	AVA
Jackie Ross	Friends of Al Amal Project
Jim Bruce	AVA Director
Julie Lindeman	Stonehaven Town Partnership
Keith Anderson	AVA
Keri Craig	Rainbow Rogues
Kim Scott	SCILL
Lindsay Allardyce	AVA
Liz Bowie	Aberdeen Football Club Community Trust
Lynne Staples-Scott	North East Open Studios (NEOS)
Marie-Anne Brown	Magpie
Marjory D'Arcy	Grampian 50+ Network
Martin Auld	Ury Riverside Park SCIO
Mike Adams	AVA Director
Mike Robson	Howe O The Mearns Heritage Club
Pauline Anderson	AVA
Peter Kennedy	Sunrise Partnership
Ruth Clarke	AVA
Shona Reynolds	AVA
Shona Watson	North West Aberdeenshire CAB
Sue Kinsey	AVA Director
Susan Fowlie	New Deer Community Association
Susie Farquharson	Braemar Care
William Rae	Grampian Opportunities

APPENDIX 2

APOLOGIES

4th & 5th Fraserburgh Boys' Brigade
A Bear Named Buttony
Aberchirder Playgroup & Toddlers
Aberdeen Independent Multiple Sclerosis
Aberdeenshire Alcohol & Drugs Partnership
Alford Valley Community Railway
Balmedie Leisure Centre
Banchory & District Men's Shed
Bettridge Centre/Newtonhill Community Hall Association
Brighter Bervie
Chapelton Community Association
Collieston Offshore Rowing Club
Ellon & District Men's Shed
Fiona Smith (AVA Director)
Foos Yer Doos Sing Song Club
Four Pillars
Fraserburgh South Links Sports Development Trust
Friends of Haughton Park
Friends of the Den
Friends of Tullynessle Old Kirk
Garioch Heritage Centre
Grampian Regional Equality Council (GREC)
Grow Free Community Foundation
Home-Start Kincardine
Invercairn Community Hall
Jacquie Milne (AVA Company Secretary)
Lumphanan Paths Group
Luthermuir Hall & Park Committee
Maud Village Trust
Mearns Minibus Link
Mental Health Aberdeen
NESCAN Hub
New Leeds & Kininmonth Community Group
North East Arts Touring Ltd
North East Sensory Services (NESS)
Penumbra
Positive Steps Kemnay
Royal Voluntary Service
Scottish Families Affected by Alcohol & Drugs
Tarves Development Trust
The Book of Deer Project SCIO
The Leanne Fund SCIO
Tullynessle & Forbes Community & Hall Association
Turriff Local Charity
Versus Arthritis
Westhill & District Men's Shed
Woodrecyclability