



*LifeLines*

www.LifeLines-uk.org.uk

Registered charity number 1168273

**Minutes of the Annual General Meeting of LifeLines**  
**Saturday 5 October 2019**  
**Held at Amnesty International Human Rights Action Centre**  
**25 New Inn Yard, London EC2A 3EA**

**Attending**

1. The AGM was held during the 2019 autumn conference with members attending the conference present for the AGM proceedings. Those present registered for the conference and are identified in our records. Key committee members for the AGM were Karen Collett (Chair), Nichola Glasse (Membership Secretary) and James Mason (Treasurer).

**Chair's Introduction**

2. Karen welcomed everyone to our fourth AGM as a charity. The AGM is an important part of our governance and a necessary activity as a charity. She reminded those present that our website includes a section devoted to the AGM and this will be the prime method of communication with members on AGM matters. Those without internet access will be able to request information by post. These details were advised to members in the Autumn Wing.

3. Karen explained that during the AGM, you as members of the charity will be asked to vote on a number of matters. Only members who have paid their subscription and are resident in the UK can vote. If you do not fall into this category, then please do not be tempted to vote, otherwise we will have to go to the expense and trouble of issuing voting cards.

**AGM Quorate**

4. Karen advised that from the register of members attending the conference that the AGM is quorate.

**Minutes of last AGM**

5. Minutes of the 2018 AGM were published on our website on 25 Sep 2019. No comments on these minutes were received. Acceptance of the Minutes was proposed by Caz Dyer and seconded by Carole Butcher. Karen signed the minutes as a true record.

6. There were no matters arising from the minutes.

**Annual Return**

7. All registered charities must make an Annual Return to the Charity Commission. The annual income of LifeLines is over £25,000, so our Return must include the Trustee's Annual Report and our Accounts, with an Independent Examiner's Report. Our Annual Report was published on our website on 20 Sep 2019 and included a review of our

activities during the year as well as the Accounts. She confirmed that the Independent Examiner's report has also been completed.

8. Before receiving reports from the Membership Secretary and Treasurer, Karen took the opportunity to thank all members, the coordinators, the committee, and Jan Arriens for their continued dedication to the work of LifeLines. Mention was also made of Michele Baxter who works in the background making sure our website is maintained, Richard Helyer who runs the US stamp shop, and Mary Comber who organises the Money Order shop.

9. In particular, Karen thanked Lindesay Mace, Stacey Hutchins, Bernadette Norton, Beryl Kingsbury and Laura McPhail who stood down as Coordinators during the year. She welcomed Bryonie Jones as Coordinator for Arizona and Melanie Mitchell as Coordinator for Nevada.

10. Karen thanked Anna Kingsmill-Vellacott and Kit Pawson, both of whom spent a period of time as Trustees over the past year. Their help was greatly appreciated.

11. Finally, Linda Colbourn has stood down as a member of the Committee at this AGM; she had served as a member of the LifeLines Committee for many years. Linda will be continuing in her role as Coordinator for Kansas, Ohio and South Dakota.

### **Membership Secretary's Report**

12. Much of the content of our published Annual Report relates to activities undertaken by the Membership Secretary, Nichola Glasse.

13. Nichola thanked everyone for their support during the previous financial year. Without the membership LifeLines would not be able to provide pen friends for the men and women on death row, and we would not be able to provide the support and encouragement of co-ordinators, the Wing of Friendship and conferences.

14. Sadly, each year members cease to write for a variety of reasons and so we are always looking to encourage new members to join and correspond with a pen friend. During the year 2018 / 2019 we had 104 new members join, the numbers joining at the end of 2018 were quite good but so far it has been a quieter year for new members joining.

15. Some of the existing members volunteered to write to a second pen friend and as a result we were able to allocate 144 new pen friends. We continue to have a waiting list with requests for pen friends, and there are presently 39 who have requested a first pen friend and 28 who would like a second pen friend.

16. As of today, we have a paid up membership of 1192.

17. There were no questions arising from the members present on the Membership Secretary's report.

### **Treasurer's Report**

18. The AGM proceeded to the finances contained within the Annual Report, which relates to activities undertaken by the Treasurer, James Mason.

19. James explained that the Annual Report is available on our website, but if anyone would like a hard copy they were welcome to request it from him after the AGM.

20. LifeLines made a loss of £2,572 in the financial year ending 30 June 2019. This compares to a loss made last year of £7,468. The two main reasons for the improved position were that:

- in the 2019 financial year we did not make any spend on advertising
- our 2018 conferences were free and more expensive than our FY19 conferences

21. James explained two changes to the financial statements.

(i) We changed categorisations in the financial statements. For example last year categories of expenses were “Printing & Stationery” and “Postage”, (which are descriptions of *what* the purchase was), now we have categories such as “Newsletter Expenses” which is focused on the *purpose* of the purchase. He hoped the statements will be more transparent, and they will hold us the Committee better financially accountable for its decisions.

(ii) We made an adjustment to the prior year 2018 accounts. This is due to an error in how we were recognising money orders. The impact is that we thought we had made a loss of £6,564 in 2018. In fact, as stated, we made a loss of £7,468. The accounts have been corrected via a prior year adjustment in the 2019 annual report.

22. James noted that LifeLines subscription fees have not increased in 11 years, despite 11 years of Royal Mail postage cost increases, printer cost increases, travel cost increases, inflationary increases. He stated that we were very proud as a charity to not increase membership rates this year either.

23. However, we cannot continue to make losses every year. If we were to make losses year on year that are an average of the past two years, we would run out of our money in just six years’ time. Therefore, in the coming year the Committee is looking to renegotiate with our largest suppliers. This is a process that has already begun, and James was optimistic that by this time next year he would be able to deliver good news to members.

24. He finished with two pleas:

- If you have not signed up to Gift Aid, please do so. If you pay tax, you are eligible to Gift Aid your subscription. If everyone who was eligible **to Gift Aid** their subscription did so, LifeLines would be financially secure.
- A phenomenal way you can help LifeLines is by leaving the charity a legacy. Due to the small size of our charity, donations of this kind, however big or small, make a huge difference – so please do consider that further.

25. Acceptance of the Annual Report and Accounts was proposed by Patrick Ballin, seconded by Carole Butcher and passed unanimously by the membership.

### **Resolutions**

26. Members were invited through the Wing and website to submit resolutions to the AGM by 13 September 2019. None were received.

### **Election of Committee Members**

27. James Mason took the chair and explained that Linda Colbourn, Carole Butcher, and Karen Collett retired from the Committee on rotation as required by the constitution but were eligible for re-election. Linda Colbourn was not standing for re-election.

28. Members were invited through the Wing and website to nominate members for election to the committee at the AGM by 13 September 2019.

29. Carole Butcher, Karen Collett and Patrick Ballin were correctly nominated and seconded for election as committee members by 13 September 2019. All the candidates were unanimously elected to serve on the Committee by the members present.

30. Karen resumed the chair and asked Patrick to make himself known to those present at the conference. so that he could be welcomed as the new Governance Secretary.

**AOB related to AGM business**

31. There was no AOB and the AGM closed.

Minutes approved as a true record of the AGM

Jan Hall (Vice Chair) \_\_\_\_\_

Dated \_\_\_\_\_