



Gateshead Clubhouse

Worcester Green, Gateshead, Tyne & Wear
NE8 1NH

Dear Clubhouse Member:

I would like to take this opportunity to invite you to our Annual General Meeting of Gateshead Clubhouse on **Tuesday 27th November 2018 at 12pm**. There will be a free buffet on the day.

As a member, you have the right to vote for the membership of the Trustees Committee. Charity trustees have the overall control of a charity and are responsible for making sure it's doing what it was set up to do. Trustees use their skills and experience to support their charities, helping them achieve their aims. Trustees also often learn new skills during their time on the board. All Trustees are members & mental health service users in their own right.

The following people are already trustees they will step down during the AGM and would like to be re-elected:

- Anthony Johnson (Chair)
- Alan Jeavons
- David Walton (Secretary)
- Elaine Allen
- Jeff Harris
- Paul Gwynn
- Teresa Morley (Treasurer)
- Stephen Bell
- Mark Richardson
- Pauline Hawkins

Please see their brief biographies for further details (overleaf).

If you wish to nominate another member, please do so, in writing.

The deadline for submitting new nominations is Tuesday, 20th November, 2018. We look forward to seeing you there on the day.

The full annual report, accounts and agenda are available to download from our website 14/11/2018 www.gatesheadclubhouse.com

Kind regards

Anthony Johnson
Chair - Gateshead Clubhouse

Current & Prospective Trustees Biographies

Anthony Johnson (Chair)	Founding member and involved with the planning of the clubhouse since 2008. Experience in fundraising, advocacy and service user representation.
Teresa Morley (Treasurer)	Founding member and involved with the planning of the clubhouse since 2008. Tee leads in the kitchen and has nursing experience, peer led services involvement over many years.
David Walton (Secretary)	Clubhouse committee member since 2012 extremely active both as a trustee and as office manager in the clubhouse as well as being a member rep.
Pauline Hawkins	I worked in various jobs from secretary to a semi-skilled labourer with the army and ended up in catering. Whilst working I also assisted in the running of a small mental health carers group at Gateshead Carers. After leaving work, I volunteered for ten years at Gateshead Access Panel. Nine years as an advocate, and several years as a trustee on other charities.
Paul Gwynn	Has been on the management committee of Clubhouse since 2011. Paul is a very active member of the clubhouse, is in most days and is also a member rep.
Alan Jeavons	Founding member and has been involved since 2010. Has a lot of experience in mental health services, user involvement, and on job interview panels.
Elaine Allen	Elaine was co-opted onto the trustee's committee this year, has worked as a secretary and was vice chair of 'Body of Mind'. She is a member rep and a very active clubhouse member.
Jeff Harris	Jeff was co-opted onto the trustees last year, used to run his own business with 10 employees, has been in the mental health system for a number of years and brings a lot of business skills to the clubhouse.

Stephen Bell	Experienced in ICT & website development. Currently a member rep, actively attends the Clubhouse 3 days a week. Built & maintains Clubhouse website, takes minutes at all meetings, sorts computer / network issues for member's / clubhouse computers, helps with office work & problems. Occasionally does DIY odd-jobs for the Clubhouse.
Paul Ogle	A long term member of Gateshead Clubhouse and a former trustee, Paul stepped down for a year due to personal reasons. Paul continued as adviser to the trustees during this time, Paul has worked locally in the addiction field for many years and maintains links with local drug and alcohol services.
Mark Richardson	I joined the clubhouse a few years back when I was asked to become a members Rep. Using my skills in IT I support users at clubhouse with using computers and hold classes to. I was made a Trustee recently and hope it continues.



2018 Annual General Meeting Agenda

12pm Tuesday 27th November 2018

1. Welcome
2. Apologies
3. A report from the Management Committee on the organisation's activities during the last year
4. Presentation of the annual report & accounts for the last financial year
5. Appointment of the independent examiner for the next year's accounts
6. Election of the Management Committee and Officers
7. Any other business
8. Close of meeting

Gateshead Clubhouse Annual General Meeting

Minutes (12:00pm) 30/11/17

1. Welcome

- a.* Anthony J. welcomes members to the Annual General Meeting for 2017.
- b.* The purpose of the AGM is to show trustees are accountable and can be elected by members for the next financial year.

2. Appologies

- a.* Alistair C., Craig L., Paul O.

3. Report on the Organisations Activities during the last year

- a.* Anthony J. reads a report on the activities and events that have happened in the last year and thanks the member reps for all the work they have done.
- b.* Big lottery events were mentioned.
- c.* Organisations that worked with us were mentioned.

4. Presentation of A. Report & Accounts for the Last Financial Year

- a.* Anthony J. asks if any member has items they want to bring up.
- b.* All members present look at the summary of the accounts and reports for the last financial year.
- c.* **A majority of members agree on an accurate copy of the annual reports for 16/2017.**
- d.* If members want to know more information on the accounts – we have a more detailed version than the summary listing everything.
- e.* **A majority agree on the accounts for 16/2017.**

5. Appointment of independent examiner for next year's accounts:

- a.* Kate Tully was agreed as the independent examiner for the next financial year.

6. Election of the Management Committee and Officers

- a.* Pauline Hawkins nominated as a trustee.
- b.* **A majority agree on the trustee's committee.**

7. Any other Business Bill Scott was mentioned – Not present as he is currently unwell. Tee M. thanks Bill for all his support at the clubhouse.