



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 **Thursday 12th December 2019 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:

Tee Morley (Chair)
Paul Gwynn (Secretary)
Jeff Harris
Michael Armstrong
Ruth Morris

New trustee for election on the day:

Joanna Mitchell

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 Thursday, 5th December, 2019. We look forward to seeing you there on the day.

In order to save paper the full annual report, accounts and agenda are available to download from our website: www.gatesheadclubhouse.com

Kind regards

Tee Morley
Chair - Gateshead Clubhouse

Current & Prospective Trustees Biographies

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|---------------------------|--|
| 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. |
| Paul Gwynn (Secretary) | 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. |
| 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. |
| Michael Armstrong | Been a director in IT company, served as trustee on several charities, is taking a lead on funding and teaches digital life skills. |
| Ruth Morris | Before coming to Clubhouse I was in a dark place. I had no self-esteem or confidence. The Clubhouse has completely changed my life. I am no longer under any mental health professionals. I now take on responsibilities in the Café and I think I make a valuable contribution to the running of the clubhouse. I feel the time is right to take on more responsibilities as a trustee and continue to grow with the help of attending clubhouse groups and interacting with other members. |
| Joanna Mitchell | Very active clubhouse member, enjoys getting people involved in a wide range of groups/activities and attends the clubhouse frequently |



2019 Annual General Meeting Agenda

12pm Thursday 28th November 2019

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

AGM Minutes for period: 2017-2018

Meeting Held on: 27/11/2018

Documents that were provided to all Members during this meeting:

- Minutes of previous Annual General Meeting (2016-17).
- Introductory letter / agenda for the AGM outlining trustees to be re-elected with brief biographies of each trustee.
- Trustees Annual Report for period: 1/4/2017 – 31/3/2018.
- Financial Statement and reports for year ended: 31/03/2018.

Trustees present:

Tony J. (Chair), Stephen B. (minutes), David W., Pauline H., Tee M., Alan J., Elaine A., Paul O., Paul G.

Apologies:

Mark R.

Introductions:

Tony J. explains that we need these meetings as a registered charity each year, and that it is a reflection on the past year financially and monumentally.

We have in the past year had two trustees step down:

- Robert McMullen
- Paul O – Also wanting to be re-elected as a trustee.

Tony announces to members that we have been granted lottery funding until March 2024. This is a five-year funding bid covering our running costs.

We have been running as a registered charity for 3 years now.

281 Activities running last financial year.

Votes held on Financial Account accuracy / Re-hiring our Independent examiner / Re-electing Trustees

All our financial documents are available online. Our Accounts must be checked each year as an independent charity. These documents are available at any time for anyone interested to read.

Vote cast to members for financial accounts - Majority pass the accounts as being accurate.

Vote cast to members to re-hire our Independent examiner – Kate Tully to deal with our accounts next financial year – Majority agree on re-hiring Kate Tully.

All Trustees of Gateshead Clubhouse Then Step Down for re-election. A vote is cast to members to re-hire the board of trustees in its entirety – Majority agree for re-electing previous trustees and also adding Paul O. to the board of Trustees.

Any Other Business: N/A