



# Sound Sense: annual general meeting 2017

## Minutes

22 November 2017

Clements Hall, Nunthorpe Road, York YO23 1BW

Meeting started at 13.30

### 1 Welcomes

#### 1.1 Present

Sam Dunkley (chair), Rebecca Dennif, Bex Mather, Siggy Patchitt, Paul Weston

#### In attendance

Åsa Malmsten (company secretary), Clare Adams (Information officer)

1.2 **Present by proxy** all appointing the chair to vote for the resolutions: Anne Suggate, Bela Emerson, Cath Watkins, Jenni Parkinson, Graham Dowdall, Jess Abrams, Jessica Pitt, Julie Wright, Nicola Briggs, Philip Flood.

#### 1.3 Apologies

Jess Abrams, Adele Drake, Graham Dowdall, Bela Emerson, Xenia Horn, Rachael Perrin, Rosanna Mead

1.4 Rose Kent (ordinary member) attended the meeting

### 2 Introduction from the chair

Sam Dunkley welcomed everyone, and started the meeting with a round the table introduction of all present.

Sam Dunkley noted that the formal annual report for the year the meeting was officially looking at dealt with the financial year 2015-2016, which was some time ago. Sam gave a brief summary of Sound Sense's work over the last twelve months – roughly, the calendar year 2016 – concentrating on just three examples of Sound Sense's work addressing its core work plan 2015 – 2018, Improving community music.

These examples were: *Succession, Business development and New Website*. A brief description is attached to these minutes.

### 3 Minutes of the AGM held 17 November 2016

These were *received* by all (proposed Rebecca Gross, seconded Siggy Patchitt).

#### 3.2 Matters arising

None



**4 Accounts**

The accounts for the year to March 2016 were available at the meeting, having been made available in advance of the meeting to members via the Sound Sense website. Sam Dunkley explained that the accounts were prepared by Åsa Malmsten, scrutinised by board members, and then independently examined. The accounts were *received* by all (proposed Rebecca Gross, seconded Bex Mather).

**5 To reappoint Ed Day as independent examiners and to remit the fixing of their remuneration to the board**

Åsa Malmsten confirmed that Ed Day had done a good and inexpensive job as examiners in the past year, and she would recommend board re-appointed them. This was *agreed* by all (proposed by Paul Weston, seconded by Siggy Patchitt).

**6 Election of board members**

Åsa Malmsten, as company secretary, reported that this year there was 10 candidates running for election with five places to fill. The successful candidates were Sarah Fisher, Simon Glenister, Tim Palmer, Zoe Konez and Marina Perryman. Sam Dunkley stepped down from the board and as Chair, and Siggy Patchitt became Chair.

**7 Any other business**

Sam Dunkley noted that Sound Sense's successes came about only through the hard work and incredible dedication of the staff of two and the highly committed board members.

The AGM closed at 13.47h.

Åsa Malmsten  
Company Secretary



## **Sound Sense AGM: Corporate plan 2015 – 2018, Improving community music**

### **Here is a look at some of the projects that have dominated 2017**

#### **Succession**

- Kathryn Deane, director of Sound Sense for 21 years, announced to board in November 2015 her intention to retire in November 2016.
- The two main elements of the succession project were to be recruitment and handover.
- Recruitment was to be a board-level activity and took place from late April 2016 to mid-June 2016.
- Handover to the next director (Åsa Malmsten) started at the beginning of September and the handover was completed in November 2016.
- Recruitment and handover were to be funded from the designated restructuring fund. The fund's original purpose was to pay redundancy and other restructuring costs should the organisation not be sustainable in the future: with the director of 21 years leaving, provision for redundancy became negligible and the pot was put to better use for Succession.

#### **Business development**

- To aid business development, Sound Sense was awarded a Big Assist growth voucher in 2015, to the value of £7k. This growth voucher has enabled Sound Sense to work with consultants from ACEVO (Association of Chief Executives of Voluntary Organisations) during the period. The process was useful in taking the first steps towards developing a sustainable business structure, aiming to improve Sound Sense financial situation long term by developing stronger partnerships and at the same time extend and develop the services offered to our members. The business strategy work will continue into 2017.

#### **Website development**

- During the latter part of the period, work begun on a much-needed new website for Sound Sense. Following a consultation period, Sound Sense has decided to continue to work with HCI York, who have hosted the current website for many years. Work on redesigning and re-developing the site started in March 2017 and the new website successfully launched in September 2017.

#### **Sam Dunkley, November 17<sup>th</sup> 2016**