

Emmaus Cambridge
Annual General Meeting (AGM) Minutes

Tuesday 28th July 2020 At 5:00pm (online, via Microsoft Teams)

1. Present

Diane Docherty (DD), Matthew Last (ML) (Chair), Louisa Matheson (LM), Greg Sewell (GS), Peter Summerfield (PS), Joanne May (JMA), John Murphy (JM), Will Erby (WE), Judith Rippeth (JR), Debbie Jones (DJ), Patience Tilbury (PT), Judith Rungay (JR), Daniel Sabberton (DS) (Minutes)

2. Apologies for absence

Steve Cook (Emmaus Suffolk Chair), Carol Hewitt (Volunteer), Lakin Rose (Auditors), Selwyn Image (Member & Emmaus UK Founder), Wendy Martin (Staff member), John McGovern (Staff member), Tony Howle (Member), Iain Mackechnie-Jarvis (Member), Paul Dupree (Friend of Emmaus), Tom Tallon (CEA Project, Cambs Gov), Edward Benn (Volunteer)

3. Minutes of 2019 AGM (provided prior to meeting)

Page 1- No comments

Page 2 - No comments

Page 3 - No comments

Page 4 - No comments

4. Chair's Report (Included in the annual review) - Matthew Last

LM will speak on financial matters and DD will speak about the community.

2018 - 2019 was a really good year for Emmaus. It was the year when we filled up our 45 rooms and we had an occupancy rate of over 95% with increasing demand. We still get plenty of applications although the issue these days is the complexity of applicant companions.

We pride ourselves on being an Emmaus community that takes in people with more needs – perhaps more than other Emmaus communities. We are able to do that because of the quality of our donations and subsequent revenue and also our excellent support team

Earlier this year the Board discussed and agreed to formalise our policy of giving 10% of our trading income to solidarity causes. This can be hard to measure as solidarity takes many different forms. There has been a significant increase in demand for solidarity packages. To extent that we now have to regulate them. We will, nonetheless, endeavour to keep that 10%.

Our overall income continues to increase and we seem to be able to maintain the ratio of commercial trading income to housing benefit.

We are very pleased to have Dan Sabberton on our team as this has enabled us to increase our social media and marketing activity. It is difficult to measure but there is clearly a lot more activity.

Reboot (a computer recycling charity) was absorbed into Emmaus Cambridge and we are now active in refurbishing and selling on recycled computers. A number of local organisations have been involved in donating their old computers, such as St John's College. Interestingly, there is a lot of solidarity demand for these computers from families with school children needing to study at home but unable to purchase full price computers.

Over the year there have been 21 staff working across the business and an increased number of volunteers, who work across the shop, mezzanine level, garden café and in beekeeping.

The infrastructure on site is improving continuously. John Baker (Maintenance Manager) and his team do an incredible job. John has an excellent eye for what is required and is also very good with the companions. Currently the new shop front is being installed and we hoping to increase the office space at the back of the shop this year. When a companion leaves the room is always refurbished,

I am delighted to have the strongest Trustee Board since I have been involved with Emmaus Cambridge. They have all contributed hugely during the COVID19 lockdown. In particular LM and WE have done an amazing job in generating revenue during this period and PS and JMA with our risk management.

The big shadow over this period has been COVID19 although we have done a huge number of things to mitigate this and trading has restarted. I am hoping to give an equally positive report next year in spite of this because

Finally, I would like to say a big thank you to companions, staff, volunteers, trustees, donors, members, supporters and those who sit on sub-committees. It is a combined effort that has made us one of the most successful Emmaus communities in the UK.

A huge thank you to Steve Boughton, who retired as the treasurer, who helped to professionalise the Emmaus Cambridge financial system.

5. Treasurers report (Included in the annual review) -Louisa Matheson

2018 and 2019 were financially successful. Income from the social enterprise increased by 18%, which is thanks to the hard work of the staff and companions. We had a good variety of income streams, mainly the shop but also eBay house clearances, recycled rags and scrap metal, coffee shop, market stalls and recycled books which have all played their part.

Costs increased by 10%, mainly due to the additional rooms that had been built, but not as much as the income. We were able to complete the capital expenditure of the new sewage system and we were able to continue with our solidarity activities, such as subsidised packages of furniture and other items for those who need it.

We had a great year for donations and particularly for legacies (some of which come out of the blue). Over the past few years this has enabled us to finance building the 10 new rooms and a new sewage system.

Overall it was a very successful year. In the current year we are having to deal with COVID19, but the shop has been able to re-open and sales have been strong which has put us in a good position going forward. We have also managed to source both grant income and fundraising donations, as well as income from Universal Credit to help us in this period.

Adoption of the accounts

PS nominated for Approval and Adoption of the Accounts and JMA seconded.

JR, JMA, JM, LM, ML and WE voted for Approval.

6. Community update (Included in the annual review) - Diane Docherty

2018/19 was again an amazing year of achievements for the community. A lot of time was spent on getting the sewage treatment plant up and running, but this has future proofed the site and community in this regard.

Despite being fully occupied, we continue to look into doing even more. A review of the strategic plan was planned for January, and that had started. The main focus of this was how we could do more support for both our companions and also non-residential and socially excluded people. This plan has been delayed due to Covid-19 but will be picked up again and completed by the end of this year. This will be the plan up to 2025.

We again managed to deliver a massive amount of Solidarity, which remains very important to the community and companions. Through this we have supported other charities and other Emmaus communities, both domestically and overseas. When you talk to companions about solidarity, it gives the whole community a sense of achievement.

Companions have been really engaged over the year. At least 35 have received NVQ qualifications in customer service and warehousing. Several are learning a new language, English as a second language and one of the companions is learning French. A group of companions play the guitar and meet regularly to play together. On one of our closure days they got together and played in the courtyard, which was really lovely.

Many companions are going to the local gym. Other activities have included Golf, Go Karting and two of our companions even went on a sailing trip with Emmaus UK.

It has always been a privilege for me to be a part of Emmaus Cambridge, including all of the ups and down and joy and sadness that go with that. Dave, a much-loved companion lost their life this year and the whole community was in shock for quite a long time. We all got very involved in the celebration of his life and his family have been inspired and are still really connected with us and thankful for the work Emmaus did to support their son.

I personally want to say thank you to the trustees who have been an amazing support, particularly through Covid-19.

I cannot praise the staff team enough, they work phenomenally, both those not furloughed and those who were. Everyone is back now, and we are busy.

The volunteers and the companions, along with everyone else, help make it possible every day and bring new inspiration and new challenges into Emmaus.

I am looking forward to our recovery from Covid-19 and I am sure as a community, and as a world, we can learn and adapt to our new normal.

7. Annual Review

There were no questions regarding the Annual Review.

8. To appoint or re-appoint trustees for whom notice has been given.**Reappointment of trustees after 3 year term**

Matthew Last was nominated by LM and this was seconded by PS.

Elections of Trustees under the compulsory vacancy rule:

There are no trustees subject to the compulsory vacancy rule.

Appointment of Trustees co-opted during the year:**Peter Summerfield and Helena Renfrew Knight**

Peter Summerfield was nominated by JMA and seconded by JM.

Helena Renfrew Knight was nominated by WE and seconded by JM.

The following Trustees voted in approval - ML, DD, WE, JMA, LM and JM. There were no votes against or abstentions.

9. Appointment of auditors for next year:

LM would like to thank Lakin Rose for their work and proposed that they be reappointed as Auditors. PS nominated and WE seconded.

The following Trustees voted in Approval - PS, JR, DD, LM, JMA, JM, ML. There were no votes against or abstentions.

10. AOB and any questions

JR passed on her appreciation for how well the response to Covid-19 has been dealt with. ML agreed and passed on his particular praise for DD and for those who stayed working in the community during this period.