**15 August 2019**

**Minutes of an Extraordinary Board Meeting held at Victoria Hall, Stafford Rd, Sheffield S2 2SF at 6.45pm on Wednesday 14 August 2019**

**Attendees:**

Chris Heard  
Andy Topley  
Les Sturch  
Yvonne Witter  
Faith Johnson  
John Anfield  
Paul Cooper (co-opted Trustee at the time of this Extraordinary Board Meeting ((EBM))  
David Holmes (co-opted Trustee at the time of this EBM)

**Absent Trustees:**

Robert Hunter  
John Hoare  
Corinna Lincoln (co-opted Trustee at the time of this EBM)

**Background**

With regards to quorum numbers at an AGM, the Articles of Association for the charity state:

1. *No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided 25 persons entitled to vote upon the business to be transacted shall be quorum.*
2. *If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting shall be dissolved.*

**There were 18 members of the charity at Victoria Hall for the 2019 AGM.**  
Following advice and opinion, and solely in order to expedite the timely and effective governance of the charity, the Chair made the decision to convene an Extraordinary Trustees Meeting in advance of the AGM (15 minutes beforehand) to consider the following extraordinary action:

1. That the AGM proceeds per the published agenda.
2. That any and all matters that the membership were able to vote on at the AGM are communicated with the whole membership post-AGM.
3. That the membership are given a time limited opportunity to poll on said matters.

The matters on the agenda on which the membership were able to vote were those within Agenda items 5 and 6:

1. *Appointment of auditors for 2019/20:*
   1. *that VAS Community Accounting Service be appointed to independently examine the accounts.  
        
      and*
2. *Election of Trustees:*
   1. *that Andy Topley be re-elected as Vice-Chair;*
   2. *that Paul Cooper be elected as Honorary Treasurer*
   3. *that David Holmes and Corinna Lincoln be elected as Trustees*

**Decision**: Points 1,2 and 3 (above) were unanimously agreed by all Trustees present.

**Action**: CEO to use email on 15 August to communicate this matter to the membership and afford them the opportunity to poll by no later than 22 August 2019. The results of the poll will be presented to the Board at the meeting on 2 September 2019.

***Original signed***

Tomo Thompson  
CEO  
for Chair