

Record of the PAC Trustees meeting held on 21st April 2018 at Guy's Hospital Sports Ground Honor Oak Park commencing at 1600 hours

Item	Description	Action
(a)	(b)	(c)
1	Attendees: Simon Hughes, Terry Gibson, Chris Howell, Charlie Gush, Pat Gush, Ben Challacombe, Geraint Thomason, Charlie Beardmore [Jane Gibson and Ann Howell observing]	
2	<p>Matters arising from the 2017 AGM, previous Trustees meeting and the 15 Apr 18 Admin meeting not dealt with elsewhere in the agenda:</p> <ul style="list-style-type: none"> • The PAC Constitution requires amendment to reflect the position that Virgin Giving processing fees will result in Gift Aid to PAC being 21p, not 25p, for every £1 donated via this route • TORs for Trustees, including Officers, require redrafting for agreement • The potential to create PAC branded Gin 'PENGIN' has not been realised and is assumed to have been left in abeyance • P Davis will not be appointed as a Trustee for 2018/19 as the number of PAC Trustees is already more than sufficient. Trustee nominations will be considered at the next PAC AGM • The PAC accounts were submitted to the Charities Commission at the appropriate time by the Treasurer 	<p align="center">Sec</p> <p align="center">Sec</p> <p align="center">All to note</p> <p align="center">All to note</p> <p align="center">All to note</p>
3	PAC Bank Account signatories: The meeting unanimously endorsed that Alex Schaub is to be added as a signatory to the PAC Bank Account	All to note
4	<p>PAC Website lists: The meeting endorsed the list of PAC Trustees (including Officers), and the list of PAC Sports Captains and representatives, now shown on the PAC website was confirmed as correct with the following caveats: Sally Johnston and Anita Combes have decided to stand down as, respectively, PAC Membership Sec and PAC Sec as of 16 Apr 18, due to work pressures. The Trustees present were unanimous in extending a Vote of Thanks to Sally and Anita for their excellent work in support of PAC over the years since its foundation.</p> <p>Alex Schaub has agreed to be Acting Secretary taking on responsibilities for Membership until the 2018 PAC AGM. The PAC website list will be appropriately amended. The PAC Trustees information held on the Charities Commission website will also require updating appropriately. As a precursor, there is a requirement to collate the following personal information: Title, full name, DOB, postal address and date elected to PAC as a trustee.</p>	<p align="center">Webmaster</p> <p align="center">All to Note</p> <p align="center">Webmaster</p> <p align="center">Treasurer</p>
5	General Data Protection Regulation (GDPR) requirements: The Webmaster produced a very useful guide to GDPR which was circulated to the meeting. GDPR regulations which come into force on 25 May 18. The meeting endorsed that:	

	<ul style="list-style-type: none"> • David Littlejohns, the PAC Webmaster, is appointed as the interim PAC GDPR Officer until a PAC GDPR Data Protection Officer is formally appointed • The Trustees meeting agreed that David Littlejohns is empowered to communicate on PAC's behalf to the PAC database members regarding GDPR and to collate and act upon their responses appropriately • The President will email PAC Members to briefly explain GDPR and the Webmaster's lead on ensuring PAC compliance. 	<p>Webmaster</p> <p>Webmaster</p> <p>President</p>
6	<p>Grants:</p> <ul style="list-style-type: none"> • The meeting endorsed the cancellation of the proposed Grant to the King's Haematology Research Fund as the organisation cannot be located. • The Treasurer has emailed Brain Tumour Research who did not cash the £2000 grant cheque issued to them from PAC. The original cheque [no 56] will be cancelled and a new cheque reissued to Brain Tumour Research. • The meeting endorsed grants of £1000 each to Target Ovarian Cancer (proposed by David Littlejohns) and to Action Against Cancer (proposed by Ben Thorpe). • Simon Hughes is to scope further potential Fergus Fund recipients and report back to the Trustess 	<p>Treasurer</p> <p>All to Note</p> <p>Treasurer</p> <p>Simon Hughes</p>
7	<p>AOB:</p> <ul style="list-style-type: none"> • The Treasurer has confirmed that up to £4000 of previously unclaimed Gift Aid for PAC may be obtainable from hmrc. The meeting endorsed that this money, if obtained from hmrc, be placed in the Fergus Fund (proposed by Geraint Thomason, Seconded by Ben Challacombe, unanimously carried) • The Webmaster is in communication with The Student's RAG (Raising and Giving) initiative [PAC has been chosen as one of RAG's core charities this year] and will publicise the results of RAG fundraising once confirmed by Vinay Taylor • The importance of the being entirely familiar with, and complying with, the Charities Commission document 'The essential Trustee: what you need to know, what you need to do', colloquially known as the 'Duties of a Trustee', was emphasised. All PAC Trustees have been resent a copy electronically. All Trustees are requested to continually bear the document's guidance in mind. • There was a request that PAC email communications move to a 'mail-chimp-type' format where recipients cannot identify the email addresses of other recipients. The Webmaster's GDPR measures should address this • The PAC Golf Day will be held on 20 Jul 18. Pat Gush was requested to contact John Costello to generate more publicity for this event • The Jersey Veterans tournament will be held on 6-7 Oct 18 	<p>Trustees</p> <p>All to note</p> <p>All to action</p> <p>All to note</p> <p>Pat Gush</p> <p>All to note</p>

	<ul style="list-style-type: none"> • Date of Next trustees meeting is likely to be 20 Oct 18 at Honor Oak Park • The PAC AGM, Fergus Scholefield memorial rugby match and PAC Ball are likely to be held on a day in Jan 19. Charlie Gush and Jamie Jackson to confirm • It was noted that the Penguins retained the Scanlan Cup in a close fought match and that Jamie Jackson will write a report for the PAC website and that Simon Hughes will send photos of the match and the GHRFC Ball to the Webmaster • The PAC raffle at HOP raised £200 exactly. This was paid into the PAC Bank Account by Geraint Thomason on 21 Apr 18 • The PAC raffle at the GHRFC Ball raised £559. This will be paid into the PAC Bank Account by Alex Schaub as soon as practicable 	<p>All to note</p> <p>Charlie Gush Jamie Jackson</p> <p>Jamie Jackson Simon Hughes</p> <p>Treasurer to note Alex Schaub Treasurer to note</p>
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Signed as accurate:

Chris Howell

Terry Gibson

Charlie Gush