

**Record of the meeting of PAC Officers and Trustees on 30 April 2016 at Guy's Hospital sports Ground, Honor Oak Park, London, commencing 1530 hrs**

Item	Description	Action
1	<p><b>Attendees:</b> Thomason G, Howell C, Challacombe B, Beardmore CE</p> <p><b>Apologies:</b> Blundell M, Pugh C, Littlejohns D, Gould C, Chew P, Hughes S, Poulter D [proxy votes given], Gush P, Gibson T, Combes A, Moore L, Knight T</p>	
2	<p><b>Purpose:</b> The meeting presented an opportunity to review progress of Penguins Against Cancer (PAC), the Penguins XV having just wrested the Scanlan Cup back from the Present 2<sup>nd</sup> XV after a nail biting 45-34 rugby match. The meeting was followed by the GHRFC Annual Ball.</p>	<b>All Note</b>
3	<p><b>Matters Arising: The following actions require to be completed prior to the AGM:</b> PAC Constitution will require amendment, as noted at the AGM to reflect the position that Virgin Giving processing fees will result in Gift Aid to PAC being 21p, not 25p, for every £1 donated to PAC. TORs for Officers and Trustees require formal drafting The potential to create PAC branded Gin 'PENGIN' requires confirmation</p>	<b>Secretary Secretary A Mistlin</b>
4	<p><b>Finance:</b> The Treasurer has good control of the financial position. All PAC expenditure remains by cheque, drafted by the Treasurer and signed by at least 2 authorised PAC signatories.</p>	<b>All to Note</b>
5	<p><b>Future Events:</b> Recent and proposed Future activities are described in detail on the website <a href="http://www.penguinsagainstcancer.org.uk">www.penguinsagainstcancer.org.uk</a>. The Big Waddle will take place at Eagle House on 7 May 16, organised by the Treasurer.</p>	<b>All to Note</b>
6	<p><b>Bursaires to support Postgraduate Oncology Research Students:</b> It was unanimously agreed to apportion £2000 from the PAC account to, in principle, provide financial assistance to postgraduate oncology research students in the form of a number of Bursaries. Simon Hughes and Ben Challacombe are requested to draft Terms of Reference for award of the Bursaires which should include intention for the research to be published and for PAC to receive appropriate acknowledgement. The TORs will require endorsement by the PAC Trustees before implementation.</p>	<b>Hughes S, Challacombe B</b>
7	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>It was agreed that all proceeds from the Penguins v Present rugby matches and the GHRFC Ball PAC raffle should be used to make a grant in support of Birmingham Children's Hospital [Fergus, Barney Scholefield's young son, is currently being treated there. Barney, a Guy's graduate, has confirmed that he is content for this information to be shared throughout the PAC community to inform, and thank, supporters.] (<i>Simon Hughes, Shay Reading and I each hold a copy of the relevant correspondence for reference if required</i>). <b>AFTERNOTE:</b> The day raised £2840 [£1000 donated by Big Bill Hogan, £1000 donated by Pete Davis, £300 bid by Mick Martin for a case of wine donated by Simon Hughes, £140 from the raffle at HOP for prizes donated by Charlotte Beardmore, £400 from the raffle at the GHRFC Ball for prizes donated by Sarah and Graham Hill]. It was agreed to make the amount up to £3000 from existing PAC funds. The cheque and letter should be generated in the next 2 weeks.</li> <li>It was agreed that the proceeds from the 7 May 16 Big Waddle fun run would be used, in principle, to provide a grant to the organisation nominated by Caroline and Cameron Small. The President will confirm the name of the organisation and seek formal Trustee agreement.</li> </ul>	<p><b>President Treasurer Webmaster</b></p> <p><b>President</b></p>

**Signed Electronically**

**Beardmore CE, 8 May 16**