



FRIENDS OF LARKRISE (OXFORD) CHARITY NO: 118093

EXTRAORDINARY GENERAL MEETING

Wednesday 21 April 2021 at 7:00 pm (Term 3A)

DRAFT MINUTES

Initials of people mentioned below: Naomi Douglas (ND), Emma Thomas (ET), Melanie Witt (MW), Marianna Russo (MR), Camilla Ip (CI), Jon Gray (JG), Charlotte Stewart (CS)

	ITEM	ACTION
1.	<p>Welcome, Quorum, Conflicts of Interest, Introductions and Apologies</p> <p>In attendance, Naomi Douglas (ND), Emma Thomas (ET), Melanie Witt (MW), Camilla Ip (CI), Jon Gray (JG), Danny Yee (DY), Rose Rolle-Rowan (RRR), Melisa Akdogan (MA), James Shepherd (JS), Luke Sample (LS).</p>	
2	<p>Update: Reason for calling an EGM Refer to the agenda for more detailed information.</p>	
3	<p>Election of Committee Officers Nominations:</p> <ul style="list-style-type: none"> a. Chair: Re-election of Naomi Douglas b. Treasurer : Re-election of Melanie Witt c. Secretary : Re-election of Emma Thomas <p>Confirmation of resignation of the following:</p> <ul style="list-style-type: none"> a. FOLNEF Coordinator: Camilla Ip b. Communication / Social Media Coordinator : Marianna Russo c. Volunteer Coordinator: Chris Graham <p>Motion carried. ACTION: CI to update FOL website.</p>	CI
4	<p>Election of Ordinary Committee Members</p> <ul style="list-style-type: none"> a. Jon Gray b. Charlotte Stewart <p>Motion carried. ACTION: CI to update FOL website.</p>	CI
5	<p>Appointment of Trustees Automatic members</p> <ul style="list-style-type: none"> a. The FOL committee officers (i.e., the FOL Chair, Secretary and Treasurer) <p>Nominations:</p> <ul style="list-style-type: none"> b. Jon Gray c. Charlotte Stewart <p>Confirm that all Trustees have a current DBS check.</p> <p>Motion carried. ACTION: ET to add to Charities Commission website ACTION: CI to update FOL website</p>	ET CI
6	<p>Election of the bank account signatories Nominations:</p> <ul style="list-style-type: none"> a. FOL Treasurer (Officer) b. FOL Secretary (Officer) 	

	<p>c. Jon Gray and Charlotte Stewart (Ordinary Committee Members)</p> <p>Motion carried.</p>	
<p>7</p>	<p>Election of Sub-committees leads and members:</p> <p>Nominations:</p> <ul style="list-style-type: none"> a. Communications : Lead - TBC, Members - 1x FOL officer plus any other interested members b. Grant fundraising : Lead - Camilla Ip, Members - 1x FOL officer plus any other interested members c. Work Parties : Lead - TBC, Members - 1x FOL officer plus any other interested members d. Volunteer Coordinator : Lead - <i>No nominations yet</i>, Members - 1x FOL office plus any other interested members <p>Communications : Lead - Position vacant. Non-event fundraising : Lead - Camilla Ip, Members - ND, MA, RRR. Work Parties : Position no longer required, responsibilities taken on by Volunteer Coordinator. Volunteer Coordinator : Lead - Position vacant. ACTION: CI to update FOL website.</p>	<p>CI</p>
<p>8</p>	<p>AOB (Any Other Business)</p> <p>Our thanks to those who have fulfilled a role over.</p>	