

**Minutes of the Second Annual General Meeting of The Lace Guild CIO (47th)  
held at Scarman House, Warwick Conferences, CV4 7SH  
and online (Hybrid event) at 11.00am on Saturday 3rd June 2023**

**Present:**

|                               |   |
|-------------------------------|---|
| Denise Smith (Chairman)       | Phil Baldwin (Trustee)                  |
| Christopher Evans (Secretary) | Amanda Binns (Trustee)                  |
| Tessa Whitlock (Treasurer)    | Christine Cooper (Trustee)              |
| Andrea Gaskell (Trustee)      | Lizzie Foulon (Co-opted Trustee)        |
| Liz Muncey (Trustee)          | Alison Hopper-Bishop (Co-opted Trustee) |

Plus 35 members of The Lace Guild in-person and 18 members online. 20 Proxy votes were also received. (83 in total.)  
The meeting opened at 11.07am.

### **1. Chairman's Welcome**

The Chairman welcomed everyone to the Second annual general meeting of The Lace Guild CIO and to the first ever hybrid AGM. She reiterated the amount of work that went into converting the organisation into a CIO amount of work involved in making this change happen and gave special thanks to Sue Smith (the previous chair) and Tessa Whitlock (the Treasurer) for the incredible efforts by both of them. Adding that the new CIO status will infer more protection on the Trustees and make future grant applications more straightforward.

She noted that Tessa will be stepping down at this AGM, that the Board is looking for a new Treasurer and to get in touch if anyone is interested. The Chairman pointed out that our membership figures have increased recently but overall, the trend is a steady decline, as with all organisations similar to ours. We ask our members to keep renewing their membership, and to ask lapsed members to renew theirs. The membership is vital for the future of the Guild. Some more modernization and updating work has been carried out on the Hollies. She mentioned a very successful project in conjunction with King Edward VI College in Stourbridge, delivering lace making classes to their students which has been very well received and has produced some new lacemakers.

Finally the Chairman thanked everyone for your continued support and said she hopes that by working together we can continue to promote the cause of lace making and ensure the future of the Guild.

### **2. Apologies for Absence**

Apologies for absence received from 9 members, including Gwynedd Roberts and Jacquie Tinch.

### **3. Minutes of the First Annual General Meeting**

The minutes of the First Annual General Meeting were circulated ahead of the meeting and remain available on the website.

### **4. Amendments**

Sue Smith M06936 raised that there was a typo in the published First AGM minutes. The date of the AGM was Sunday 9th October, not Saturday 9th October.

Adoption of the Minutes of the First Annual General Meeting with the above amendment was proposed by the Sue Smith M06936 and seconded by Hazel Cave M61435. The vote was carried with 1 proxy abstention.

### **5. Chairman's Remarks**

The Chairman's remarks were made during the Chairman's welcome.

### **6. Trustees' Report**

The Trustees' report was taken as read since it had been made available to all members ahead of the meeting.

Sue Smith M06936 spoke about the changes to the style of the report since becoming a CIO. The Honorary Treasurer, Tessa Whitlock M16476 added that the changes provide more data and information about the charity's activities.

### **7. Finance overview**

The Honorary Treasurer, Tessa Whitlock M16476 said unless there were any questions about the finances, the Statement of financial activity had covered the finance overview. No questions from the floor, Tessa Whitlock M16476 thanked the Trustees, staff and Dora Hancock for all their support and trust during her time as Treasurer of such a vibrant charity. Jayne Shepherd M23759 requested a verbal summary, to which Tessa Whitlock M16476 agreed, highlighting a small operating profit at the end of 2022 of roughly £5k, the arrival of a legacy has meant the final balances look very healthy. Also that our sales were up on 2021 by approximately 62% but that subscriptions were down by approximately 5%. Leonard Bazar M08801 added that he found it very comforting that if the worse happened that there is enough in the bank to cover our costs for up to a year. Tessa Whitlock M16476 also added our Reserves policy and the ownership transfer of the Hollies.

### **8. Adoption of the Trustees' Report & Statement of Financial Activity**

Adoption of the Trustees' report was proposed by Tessa Whitlock M16476 and seconded by Nonnie Cooper M63826. The vote was carried with 1 proxy abstention.

## 9. Election of the Independent Examiner of the Accounts

The Honorary Treasurer, Tessa Whitlock, proposed that Pandora Jane Hancock be elected as independent examiner of the accounts. This was seconded by Susan Addams M09450 and the vote was carried with 1 proxy abstention.

## 10. Subscriptions for 2024/2025

The Trustees will be recommending a change to subscription rates for 2024/2025 reflecting feedback from AGM 2022. The proxy form suggested up to a £5 increase to be discussed at the AGM.

The discussion was started by Leonard Bazar M08801 pointing out that the £5 increase was less than the cost of a coffee at a cafe. Sarah Cuthbert added that historically we have lost 5% of members when the subscriptions are increased. Tessa Whitlock M16476 added that with the rising operating costs, making sure that our staff are paid properly and balancing the decrease in membership, £5 would help to make sure that we break even next year. Andrea Gaskell M63525 added the importance of not using legacies to prop up the loss of income from a decreasing membership. Lizzie Foulon M78776 added that currently £50/per year is the average subscription for most organisations and the importance of investing in being a living organisation not one that is slowly dying. Suzanne Plamping added the concern that with cost of living increases hitting the younger members and may become a barrier to them being members. Sue Smith M06936 reminded everyone that this is for the 2024/2025 membership year and gives members time to consider how to raise funds. Ultimately, the general consensus was that if we hadn't restricted the proxy vote to £5, that members would have been prepared to increase by £10. The Chairman Denise Smith M24063 proposed that there be a £5 increase to subscription rates for 2024/25 and Ann Day M02245 seconded. The vote was carried with 3 proxy objections and 1 proxy abstention.

## 11. Election of Trustees

Liz Muncey M23588 and Phil Baldwin E65099 will be stepping down but are eligible for re-election and Lizzie Foulon M78776 and Alison Hopper-Bishop M78782 were co-opted by the Board and their appointments need ratifying.

Chairman Denise Smith M24063 proposed that instead of four votes, that we do the re-election votes together and the confirmed appointments votes together as two votes.

Lizzie Foulon M78776 proposed the re-election of Liz Muncey M23588 and Phil Baldwin E65099, seconded by Margaret Templey M78549. The vote was carried unanimously.

Penny Lindsey M63158 proposed the confirmed appointment of Lizzie Foulon M78776 and Alison Hopper-Bishop M78782, seconded by Susan Addams M09450. The vote was carried unanimously.

The Board of Trustees for 2023/2024 is as follows:

|           |                   |         |                      |
|-----------|-------------------|---------|----------------------|
| Chairman  | Denise Smith      | Trustee | Amanda Binns         |
| Secretary | Christopher Evans | Trustee | Christine Cooper     |
| Treasurer | vacant            | Trustee | Lizzie Foulon        |
| Trustee   | Andrea Gaskell    | Trustee | Liz Muncey           |
| Trustee   | Phil Baldwin      | Trustee | Alison Hopper-Bishop |

There are vacancies for two trustees and a treasurer.

The Chairman reminded all present that many hands make light work and Tessa Whitlock M16476 added that all skills are needed and welcome.

## 12. Date and Place of 2024 AGM

The Chairman announced that the AGM 2024 will be an online event and the details will be announced as soon as the date is set. The floor raised comments about the importance of having in-person events, ideally with activities. Members were very grateful for the hybrid facility to make sure they could attend, highlighting international distance by Malvary Cole M02004 and impact of train strikes by Alison Tolson M01306. All agreed hybrid events are essential post Covid-19. Mary Simmons M00545 added a huge thank you to everyone who helped make this event possible. Following the concerns from the floor about not having a face-to-face event, the Trustees agreed to hold a further in-person event for the AGM 2024, but will carefully consider costs.

## 13 Close of Business Meeting

Meeting closed at 12.26.

## 14. Presentation of Awards and Open Forum

Needle Lace Challenge 2023 didn't happen so there was no presentation of the trophy this year.

Presentation of Bobbins and flowers to the retiring Treasurer Tessa Whitlock, with a huge thank you from the Trustees.

The open forum was then opened by the Chairman with a thank you for trusting her to be Chairman.

Andrea Gaskell M63525 raised that Golden Anniversary is approaching and we need everyone's ideas for projects, volunteers to support and invites people to get involved and give their ideas. It was suggested that maybe a zoom meeting with chairmans of Lace Groups could support getting a small committee together.