

**NINETH ANNUAL GENERAL MEETING of the charity
Lung Cancer Nursing UK (Charity Number 1160011)
MINUTES**

The ninth Annual General Meeting of Lung Cancer Nursing UK was held on Friday 12th May 2023 at The Eastside Rooms, Birmingham.

The meeting was opened by Lorraine Creech, chair of the trustees of LCNUK. In attendance was Karen Clayton (KC), Chair of the LCNUK Committee and Tricia Bryant (PMB), operations team lead. 117 members attended the meeting and the meeting was declared quorate. 5 proxy votes had been received.

LC welcomed everyone to the meeting. She noted it was international nurses day and celebrated KC's Queen's Nursing Award in 2018.

The minutes from the previous AGM and the annual accounts and reports of the directors for the period 1st February 2022 to 31 January 2023 were laid before the membership. LC announced new honorary member Liz Darlison MBE and highlighted the outstanding contribution she has made Lung Cancer Nursing.

KC advised that she became chair of the LCNUK committee in November 2022 acknowledged the fantastic work of previous chair, Jackie Fenemore. She highlighted the challenging year for the workforce operating under extreme pressure.

KC outlined the achievements of the charity in 2022 including:

- Return to face to face national conference – 285 attendees, highly rated event
- Dissemination of LCNUK Framework
- Membership numbers maintained (currently 307 after significant decline during COVID)
- Building on reach and representation with other bodies as they recover from COVID
- Upgraded to new web platform for added security and new features
- Two webinars
- Annual workshop on psychological distress – outputs accepted as scientific poster and awarded runner-up poster for BTOG
- Continued active research group
- Continued representation at a national level

PMB provided a summary of finances from 1st February 2022 to 31 January 2023. She thanked corporate sponsors Jassen and MSD and outlined other sponsorship received including support for conference, events, grants and bursaries. She reported a total income of £197,199 and expenditure of £166,960.00. She highlighted that conference sponsorship had increased to £134,583 in 2022 but predicted that, due to changes in governance of funding in many organisations, corporate sponsorship is likely to decrease in the future with fewer companies able to offer unrestricted funds. She advised that, although the membership income had increased, it is a very small proportion of total income and emphasised how the delegate fees are lot lower than the conference costs.

PMB outlined expenditure figures, advising that the highest cost is the annual conference at £108,900 in 2022. She noted that grants and bursary costs are low as people have not been travelling due to the COVID pandemic. PMB explained that the increased website and database cost were due to the one off costs of the adoption of a brand new website with additional security features. She highlighted the expenditure on

supporting the development of the Health Companion App and the need to see a return on this investment before any further activity.

KC presented the charity's plans for 2023 as follows:

- Conference May 2023
- Annual Workshop
- Small Grants Programme
- Educational work programme around workforce issues
- Annual Award
- Representation at national level as patient ambassadors and nurse specialists
- Supporting members to attend national /international events to showcase work of LCNS
- Supporting members to develop and enhance leadership skills.

The following resolutions were passed:

- A. To re elect George Bate as a trustee.
- B. To re-elect Diana Borthwick as a trustee.
- C. To elect Professor David Baldwin as a trustee
- D. To re-appoint Dodd and Co as accountants and independent scrutineers to the charity until the completion of the next annual general meeting of the Company at which accounts are laid and to authorise the trustees to fix their remuneration.

The following special resolution was passed

- A. To amend the wording of section 11.3.3b of the organisation's constitution from "*give the address at which the meeting is to take place*" to "*give the address at which the meeting is to take place, in the event of the AGM to be held via electronic means, the video conferencing access details*"

LC announced that the Board of Trustees is looking to recruit new trustees with experience in business and finance and a new chair of trustees to keep the board fresh and forward thinking.

LC closed the AGM by thanking KC, the committee and all trustees for their hard work and commitment to LCNUK and to Red Hot Irons for organising and the conference and supporting charity operations. LC extended a special thank you to all LCNUK members for their contribution to the organisation.

By order of the trustees of LCNUK



Lorraine Creech, Chair of Trustees

Lung Cancer Nursing UK – Charity Number 1160011