

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

The tenth Annual General Meeting of Lung Cancer Nursing UK was held on Friday 21<sup>st</sup> June 2024 at the Hilton Hotel, Glasgow.

The meeting was opened by Diana Borthwick, chair of the trustees of LCNUK. In attendance was Karen Clayton (KC), Chair of the LCNUK Committee and Tricia Bryant (PMB), operations team lead. 104 members attended the meeting, and the meeting was declared quorate. 2 proxy votes had been received.

The minutes from the previous AGM and the annual accounts and reports of the directors for the period 1<sup>st</sup> February 2023 to 31 January 2024 were laid before the membership. DB announced new honorary member John McPhelim and highlighted the outstanding contribution he has made to Lung Cancer Nursing. DB announced the retirement of Alison Leary from the board of trustees and acknowledged her support during her time on the board.

KC reported that workforce pressures have continued for Lung Cancer Nurses and reflected on the achievements of the charity during 2023 which included the annual conference, delivery of four webinars, special research and thoracic surgery groups, grants and awards and the continued representation at national level to advocate for patients and the value of the lung cancer CNS. She highlighted plans for 2024 for a new fund to support leadership, new digital learning programmes, a tool to assess patient dependency and a new associate membership scheme for navigator and supporter workers. She further announced the annual conference on 19<sup>th</sup> – 20<sup>th</sup> June 2025 in London Heathrow and encouraged members to get involved to help shape the organisation and ensure it stays relevant to the needs of members.

PMB provided a summary of finances from 1<sup>st</sup> February 2023 to 31 January 2024. She reported that total income was down by 16% and total expenditure up by 6%. She advised that there was no deficit at year end with small surplus of £8,283. She concluded that the organisation has strong healthy reserves of £328,575. PMB highlighted that that membership subscriptions accounts for 4.8% of the charity's income and conference delegate subscriptions account for just 21% of the cost of delivering the conference. She explained that the conference is an essential component of the charity's ability to generate funds.

PMB thanked corporate sponsors Jassen and Merck all sponsors for their ongoing support to help fund the organisation's activities and to all sponsors and exhibitors.

The following ordinary resolutions were passed:

- A. To elect Nicola Handley as a trustee
- B. To elect Catherine Haywood as a trustee
- C. To elect Dominic Smith as a trustee
- D. To re-elect Lorraine Creech as a trustee
- E. To re-elect Isobel Lovett as a trustee
- F. To re-elect John White as a trustee
- G. 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 resolutions were passed:

- A. To amend the wording of clause 9.1.1 ii) within section 9 Membership of the organisation's constitution from "*Voting membership of the LCNUK is open to all current eligible member*

*nurses who have paid their subscription and honorary members” to “Voting membership of the LCNUK is open to all current eligible member nurses who have paid their subscription and honorary members who fulfil the criteria for full membership”.*

- B. To amend the wording of clause 15.1.2 within section 15 Retirement and removal of charity trustees from *“is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated “to “is absent without the permission of the charity trustees from three consecutive meetings and the trustees resolve that their office be vacated.”*

A handwritten signature in dark ink, appearing to read "Diana CC Borthwick".

Diana Borthwick  
LCNUK Chair Trustees  
By order of the Trustees  
A registered Charity (Number: 1160011)