



Annual General Meeting

**The Huntingdon room, King's Manor, York, YO1 7EP
4.00pm Thursday 20 October 2011**

Present: Noël James, Debbie Dance, Tony Wyatt, Sean Coughlan,
Richard Tuffrey, Dawn West, David Ashton White

1. Apologies
 - 1.1 Apologies Steve Bee, Tony Wyatt, Steve Carvell, Judith Alfrey, Jim Blackwell, Ian Brown, Ian Poole, John Preston, Prue Smith, Brian Human, Chris Winter, Michael Loveday, Steve Tilbury

2. Minutes of the meeting held at Oxford on 20 October 2010
 - 2.1 Minutes agreed and signed off.

3. Matters Arising
 - 3.1 No matters arising.

4. Presentation of the 2011 Annual Report
 - 4.1 This was broken down into 3 presentations: Debbie Dance, HTF Chair, spoke about the achievements of the HTF during the year 2010-2011; Richard Tuffrey, Treasurer, explained the financial review for the year 2010-11; and Noël James, Director, explained how the HTF would be moving forward through 2011-12 (presentations available on the HTF website).
 - 4.2 DD presented the changing political landscape in which the HTF is now operating, and how this has the potential to impact on the work we do, but how the HTF were responding rapidly to the changes. DD then listed our profile raising activities; the successful events carried out this year (12); the record number of high level consultations HTF had responded to (22); our partnership working (work with over 70 partners, in addition to our partner-sponsors); and mentioned that while times were still difficult, it was clear from feedback and achievements that the HTF were still relevant and necessary in the current climate.
 - 4.3 RT presented the Treasurer's report, beginning with an explanation of financial work that had been carried out this year to identify some anomalies between the 3 historic styles of accounting; this had uncovered that the previous deficit was incorrect and was higher than previously recorded. We were now working to same set of figures as UWE and continuing to work to keep the deficit down. RT then took us

through the current set of income figures. He explained that traditional sources of income were down – public sector cuts had had a major impact; attendances at events were down as a result; and there was less funding available across the board for project work. Finally he explained that although it was clear that difficult times lay ahead we were confident as an organisation that we would continue to work towards greater financial stability by the ongoing development of a more robust business model, much work on which was currently taking place.

4.4 NJ then explained how the HTF would move forward through 2011-12, and that the existing Strategic Priorities were still relevant, although we would respond as necessary to incoming priorities as necessary. NJ discussed events attendance (441 delegates over 12 events) and revenue (net profit of £20k over 9 paying events); current projects; Membership (at 193); partner-sponsors (although RPS had not been able to renew their sponsorship, we were delighted to welcome CgMs in their place); and specific sponsorship for events from 9 members in addition to our partner-sponsors; events to look forward to in 2012 - our 25th year; and that there was still much to celebrate, as well as consolidate. NJ finished by thanking everyone for their support in her first full year as Director.

5. Motions before the meeting:

5.1 None proposed

6. Election of Executive Committee members

6.1 Sean Coughlan and Melbourne Barrett stood down. DD recorded thanks to both for their hard work. Dave Chetwyn was nominated by Richard Tuffrey and seconded by Tony Wyatt as Vice-Chair to replace Sean Coughlan; Tony Wyatt and Debbie Dance agreed to re-stand – nominated and seconded; all other members had agreed to re-stand prior to the AGM – nominated and accepted.

7. AOB

7.1 It was noted that UWE's priorities appeared to be changing and may lead to the arrangements between the parties being altered. There is nothing to report at this stage..

7.2 DD thanked Dawn West, Caroline Dorling and Helen Johnson for all their hard work over many years, and extended thanks to NJ for her work this year.

7.3 Meeting Closed.