

# SMART

Suffolk Music & Arts Alumni Trust

## ANNUAL GENERAL MEETING

### Minutes

6pm, Monday 20th December 2021  
on Zoom

Meeting URL:

<https://bbc.zoom.us/j/95945861814?pwd=U0VVTnhwZ0J0YIFDUmRhbVljTVVZZz09>

Meeting ID: 959 4586 1814

Passcode: 366985

Chair: **Becci Reidy and Vicky James** See Constitution 11(4)

Quorum: **3 members** See Constitution 11(5)b

[Constitution](#) document for reference

Item	Business	Minutes
a	Attendees	See below.
b	Apologies	Nathan Austin (rehearsal)
1	Declaration of any pecuniary interests relating to any items of the agenda	None declared.
2	<a href="#">Minutes of AGM 26th September 2020</a>	No matters arising.  Approval of minutes proposed by Vicky James, seconded by Wendy James. Minutes approved by all.
3	<a href="#">Trustees' Annual Report (updated)</a>	Updated version due to transposition error on page 3 in accounts info (SMART and FoSYM

		<p>funds wrong way round).</p> <p>Becci Reidy spoke through some of the highlights of the Trustee's Annual Report, particularly the fact that fundraising and grant awards continued despite the pandemic, and scholarships were launched.</p> <p>Approval of Trustees' Annual Report proposed by David Bumstead, seconded by Callum Given. Approved by all.</p> <p>To be submitted to the Charity Commission by 31 January 2022.</p>
4	<p><b><u>Annual Statement of Accounts</u></b> 1st April 2020 to 31st March 2021</p> <p>Awaiting audited accounts</p>	<p>Audited accounts to be received following submission of Annual Report to external examiner. All other evidence has been submitted and no red flags raised.</p> <p>WJ talked through some key points:</p> <ul style="list-style-type: none"> <li>- Interest paid out of fixed account as account change by bank mid-year. This will show in 2021/22 accounts.</li> <li>- ICO payments....</li> <li>-</li> </ul> <p>Subject to auditors' approval, approval of Annual Statement of Accounts proposed by Callum Given, seconded by Grace Harman. Approved by all.</p> <p>To be submitted to the Charity Commission by 31 January 2022.</p>
5	<p><b>Trustees Retiring</b> One third of trustees must retire - this equates to 3 trustees See Constitution 13(1)b-d</p>	<p><b>Trustees retiring:</b></p> <ul style="list-style-type: none"> <li>● Sarah Waller</li> <li>● Nathan Austin</li> <li>● Carly Markkanen</li> </ul> <p>Sarah has resigned as a trustee but will stay on as a supporter and member and connect, in particular, to North Suffolk.</p>
6	<p><b>Election of trustees</b> (nominators and seconds will be required)</p>	<p><b>Self-nominations:</b></p> <ul style="list-style-type: none"> <li>● Nathan Austin</li> <li>● Carly Markkanen</li> </ul>

	<p>There are <b>2</b> vacancies for elected trustees - self-nominations should be made by <b>13th December</b> - please email <a href="mailto:admin@suffolksmart.org">admin@suffolksmart.org</a>, please include a brief outline of why you would like to be a trustee. Trustees must be aged 16 or over.</p> <p>The following trustees would like to stand for re-election:</p> <ul style="list-style-type: none"> <li>• Nathan Austin</li> <li>• Carly Markkanen</li> </ul> <p>You can view their profiles here:  <a href="https://drive.google.com/file/d/1CLsPqls4e3IHDXNogDBRPY0QfqO6BwIF/view?usp=sharing">https://drive.google.com/file/d/1CLsPqls4e3IHDXNogDBRPY0QfqO6BwIF/view?usp=sharing</a></p> <p>If more than 10 (including the retiring trustees) nominations are received a ballot will need to take place. If there are fewer than 10 nominations, a further call for nominations will be made at the meeting.</p> <p>Please note that trustees do not need to be Suffolk-based; we currently have trustees in Cardiff, Finland and London who join meetings electronically.</p> <p>See Constitution 13(1)</p>	<p><b>Election of new Trustees:</b></p> <ul style="list-style-type: none"> <li>• Nathan Austin - proposed by Becci Reidy, seconded by David Bumstead.</li> <li>• Carly Markkanen - proposed by Wendy James, seconded by Ben Chadwick.</li> </ul> <p>2 vacancies remain for trustees. We are looking for someone with financial experience who can take over the role of Treasurer. Wendy James will continue the role on an interim basis until a permanent Treasurer is identified.</p> <p>Extensive efforts have been made to recruit a Treasurer with no luck. We are keen to diversify our skill set and build a strong team and so will continue.</p> <p>We also have 2 x Youth Trustee vacancies. Have to be nominated by SYM and currently be a member of a Suffolk youth arts organisation. Grace has done a video and this has been shared at SYM rehearsals. Ben has 5 students who would be great and 3 were spoken to this week. Video to be emailed to all, and flyer given to all members. Lots of potential and positive about being able to fill those spaces, following a personal conversation!</p>
7	<p><b>Member Survey</b></p> <p>As part of our new strategy to achieve our vision and develop SMART, we want to understand who needs our support and why, and understand what our members want, need, and can offer. We would be grateful if all members could complete the survey.</p> <p>Everyone who completes the survey will be entered into a raffle to win a bottle of prosecco (or non-alcoholic equivalent).</p> <p>Complete the survey here:  <a href="https://www.surveymonkey.com/r/PQ6LV2D">https://www.surveymonkey.com/r/PQ6LV2D</a></p>	<p>16 responses to the survey until now, and has already provided useful insights. (More than 10% of members.)</p> <p>11/16 entered the raffle.  Random number generator: 7  Raffle winner: Jessica Cowper</p> <p>Survey to remain open, but raffle now closed. Only members have answered so far. Encouraged all attendees to share the survey widely, to understand from members and non-members what they want from us.</p> <p>Some clear points:</p>

		<ul style="list-style-type: none"> <li>- Newsletter is a great success</li> <li>- Clear responses about masterclasses and concerts/events</li> </ul>
8	<p><b>Any Other Business</b> - must be sent to <a href="mailto:admin@suffolksmart.org">admin@suffolksmart.org</a> by <b>17th December</b>.</p> <p>a) Update on SMART strategy</p>	<p>Becci Reidy talked through the summary of the strategy.</p> <p>Meeting closed at 18.48.</p>

**SMART AGM 20th December 2021**  
**Attendees**

Becci Reidy (Chair)	Vicky James (Minutes)
Wendy James	Callum Given
Grace Harman	David Bumstead
Carly Markannen	Jake Batley (from 18:15)
Ben Chadwick (from 18:30)	