



National Survivor
User Network

Annual General Meeting 2023

Draft Business Minutes
14.00, 28th February

Conway Hall
Red Lion Square
London
WC1R 4RL

National Survivor
User Network
020 7820 8982
info@nsun.org.uk
www.nsun.org.uk
Registered Charity
No. 1135980
Company number:
07166851
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User Network
(NSUN) 2023



Present

Trustees: Angela Newton (Chair), Emily Reynolds, Tasha Suratwala, and Shuranjeet Takhar.

Proposed trustees: Aqsa Suleman (Aqsa arrived after voting on ordinary resolution 1) and Micha Frazer-Carroll.

Staff: Akiko Hart (CEO), Alaina Heath, Amy Wells, Gabrielle Johnson, Jen Beardsley, Jessica Pons, Kieran Lewis, Mary Sadid, and Ruairi White.

In attendance: Catherine Stone, Administration Associate (Minutes)

1 - Welcome

Angela welcomed all to the meeting and explained the procedure for the meeting, and that there would be time for questions at the end. All in attendance were invited to introduce themselves, and there followed personal introductions and comments from members. The feedback from attendees was that NSUN was an informative, unifying space that was much appreciated.

Prior to the meeting all members, if they were unable to attend, were invited to submit a voting form to record their votes on the following resolutions, or to appoint a proxy to vote on their behalf. Ten completed voting forms had been returned and the votes so cast are included in the total number of votes recorded in the minutes.

2 - Apologies

Apologies for absence were received from Trustees Alisdair Cameron, Amy Palmer, Amy Rushton, and Rachel Rowan Olive.

3 - Approval of the minutes of the 2021 AGM

Ordinary resolution 1: that the minutes of the 2021 AGM be approved.

Votes: Yes: 27, No: 0, Abstain: 0

The minutes of the AGM held on 29 November 2021 were approved as an accurate record of the meeting.

4 - Election of Honorary Officer Re-election of Honorary Officers

Ordinary resolution 2: that Angela Newton be re-appointed as Chair of the NSUN Board

Votes: Yes: 26 No: 0 Abstain: 1

Angela Newton was re-appointed as Chair of the Board of NSUN.

Ordinary Resolution 3: that Amy Rushton be re-appointed Vice-Chair of the NSUN Board.

Votes: Yes: 28 No: 0 Abstain: 0

Amy Rushton was re-appointed as Vice-Chair of the Board of NSUN.

5 - Election of Trustees

Ordinary Resolution 4: that Aqsa Suleman be appointed Trustee director on the NSUN Board.

Votes: Yes: 27 No: 0 Abstain: 1

Aqsa Suleman was appointed Trustee Director on the Board of NSUN.

Ordinary Resolution 5: that Micha Frazer-Carroll be appointed as Trustee Director of the NSUN Board.

Votes: Yes: 27 No: 0 Abstain: 1

Micha Frazer-Carroll was appointed Trustee Director on the Board of NSUN.

Ordinary Resolution 6: that Alisdair Cameron be re-appointed as Trustee Director onto the NSUN Board.

Votes: Yes: 28 No: 0 Abstain: 0

Alisdair Cameron was re-appointed Trustee Director on the NSUN Board.

Ordinary Resolution 7: that Emily Reynolds be re-appointed as Trustee Director on the NSUN Board.

Votes: Yes: 27 No: 0 Abstain: 1

Emily Reynolds was re-appointed Trustee Director on the NSUN Board.

Ordinary Resolution 8: that Rachel Rowan Olive be re-appointed as Trustee Director on the NSUN Board

Votes: Yes: 27 No: 0 Abstain: 1

Rachel Rowan Olive was re-appointed Trustee Director on the NSUN Board.

6 - Re-appointment of Independent Examiners

Ordinary Resolution 9: that Beever & Struthers be re-appointed as NSUN's Independent Examiners for the coming year.

Votes: Yes: 27 No: 0 Abstain: 1

Beever & Struthers were re-appointed as NSUN's Independent Examiners for the coming year.

7 - Special Resolutions

Special Resolution 10: that the draft Articles of Association be and are hereby adopted as the Articles of Association of NSUN in substitution for, and to the exclusion of, the existing Articles of Association.

Votes: Yes: 26 No: 0 Abstain: 2

The draft Articles of Association were adopted as the Articles of Association of NSUN.

Special Resolution 11: that National Survivor User Network (company number 07166851) (registered charity number 1135980) (NSUN) be converted from a company limited by guarantee to a charitable incorporated organisation.

Votes: Yes: 26 No: 0 Abstain: 2

The Board of the National Survivor User Network will proceed with the process of conversion from a company limited by guarantee to a charitable incorporated organisation.

Special Resolution 12: that the draft Constitution be adopted as the Constitution of NSUN in substitution for the existing Articles of Association with effect from the conversion under Resolution 11.

Votes: Yes: 26 no: 0 Abstain: 2

The draft Constitution was adopted as the Constitution of NSUN in substitution for the existing Articles of Association with effect from the conversion under Resolution 11.

8 - Presentation of the Trustees Annual Report and Financial Statements for the year ended 31 March 2022

Akiko told the meeting that at the end of the financial year 31 March 2022, i.e. the period reported in the presented annual report, NSUN as an organisation looked different to it how it is at the present: additional staff have joined the team and since March 2022 there has been work on the Theory of Change to look at the way forward. The four themes of the Theory of Change are knowledge, collaboration, voice and resourcing, and Akiko outlined these to the meeting, pointing out that [further information on this is available on the NSUN website.](#)

Jen Beardsley (Head of Operations and Finance) presented the financial statements for the year ended 31 March 2022, pointing out that the data given here is nearly a year old. The financial statements for the current financial year (i.e. year ending 31 March 2023) has been a time of additional income and growth, primarily as a result of the start of the Synergi funding, and that costs will grow correspondingly.

The following points were noted:

- The total funds held at March 2022 was £155,158. This was made up of restricted funds £83,000 and unrestricted funds nearly £72,000. Within this £72k figure sit our unrestricted reserves (or savings) at £31k which at the end of March 2022 were 30% of target. The trustees continue to aim to increase this level over the coming years to provide greater financial resilience.
- During this period NSUN sustained a surplus of £20,620 and it was noted that this is approximately £80,000 lower than the surplus for the previous year. This difference was explained as being due to receipt of significant funding during the financial year 2020/21, including COVID 19 related funding, which was carried over to year ending 2021/22 and were used against costs in that year.
- The income for the period totalled £508,168 which is £54k lower than the previous year. This is due to the funding received for the NSUN COVID 19 fund in 2020 being significantly higher than funding received for the NSUN Side-by-Side fund in 2021.
- The principal source of funding for NSUN remains grant funding from trusts and foundations. The largest funders, by amount donated in the year, were Esmee Fairbairn, Trust for London and John Ellerman. Jen expressed the thanks of all the members and staff to all donors and grant funders.
- Costs totalled £487,558 and were £26k higher than the previous financial year. A number of changes were seen:
 - Grants to use led group costs fell as the NSUN Side-by-Side fund was considerably smaller than the previous NSUN COVID Fund.
 - Resources for user led groups grew due to a full year of the Community Constellations work.
 - Influencing policy costs fell as the previous year included costs of the COVID 19 communications project.
 - Hosted project costs grew due to the scoping work associated with phase 2 of the Synergi Project which started in April 2022.

Angela thanked Akiko and Jen for their work in preparing the report and accounts.

9 - Questions

Angela invited questions from attendees.

Members raised questions regarding:

- Expenditure. It was noted that the organisation runs efficiently and that the staff salaries make up less than half the total costs with much of the balance going toward the wider work.
- Future funding. It was noted that the financial landscape in the sector is very difficult, and it is important to always monitor the situation. However, the successful fundraising work by Akiko means that there are no concerns over funding for NSUN in the short term.
- NSUN conference. It was recognised that an NSUN conference had the potential to bring in revenue and raise awareness, but the small staff team mean there are limited resources to organise this, it would be necessary to charge for attendance at such a conference, and there were doubts that those whom NSUN would most like to reach would be able to attend.
- Charging for membership. This suggestion is never off the table but needs to be considered alongside other factors such as type of membership and benefits offered.
- Synergi project. Shuranjeet explained the background to and current work of the Synergi project.

10 - Any other business

Angela told the meeting that she will be standing down as Chair of the Board of NSUN but remaining a Trustee. There is a campaign currently in place to recruit a new Chair and Angela stressed that she will remain in post until the right person is found to take on the role.

Angela thanked all those who attended the meeting today and the staff team for their important work.

Angela welcomed the new Trustees Aqsa Suleman and Micha Frazer-Carroll to the Board of Trustees of NSUN.

The meeting closed at 15.05