

**Minutes of the 9th Annual General Meeting of
the Prostate Cancer Support Federation
held on 16 June 2015 at 10.30am
at Winterbourne House, Edgbaston Park Road, Birmingham, B15 2RT**

1. Roll Call

The following member organisations were represented by the delegates below:

APPLE (Association of Prostate Patients in London)	John Burton
Aylesbury Vale PCSG	Brian Cole
Bedford PCSG	Steve Pearce
Bristol Prospect Group	Paul Williams
Chilterns PCSG	Terry Brown
Cornwall PCSG	Sandy Tyndale -Biscoe
Cotswolds PCSG	Roger Powell
East Lancs PCSG	Jimmy Connelly
Friends of Prostate Cancer Suffers (the FOPS)	Bob Arthy
Greater London PCSG	Colin Frith
Guildford & Frimley PCSG	Reg Swaden
High Peak PCSG	Mike Harrison
Kidderminster PCSG	Colin Tomkinson
Leeds PCSG	David Padfield
Leighton Hospital PCSG	Gary Steele
MK Prostate Cancer Support	David Buckley
North Cumbria PCSG	Jim Allen
Oxfordshire PCSG	John Goldsmith
PCaSO Dorset	David Hurst
PCS North West	Mike Harrison
PROSTaid	Hugh Gunn
Prostate Cancer Support (PCS) Droylsden	Steve Wilson
Prostate Cancer Support Association (Central England)	Brian Cooley
Reading PCSG	Derek Jackson
SE Cancer Help Centre (Purley) PCSG	Mrs Terry Garrigan
Somerset Prostate Support Association	Brian Smith
South Warwickshire PCSG	Doug Badger
Teesside PCSG	Robin Millman
The Whitehouse Dudley PCSG	Adrian Hockin
York & Selby Group	Gerald Gilpin

It was noted that there was a quorum.

Apologies were received from:

Bolton & District PCSG	John Burston
Cambridgeshire Prostate Cancer Support Association	Don Gibbs
Cancer Black Care London	Frank Chinegwundoh
City & Sandwell Prostate and Urology PCS	Denise Allmark
Derriford Prostate Support Group	Colin Street
East Suffolk PCSG	Ted Friend
Edinburgh & Lothian PCSG	Rob Lester
Furness PCSG	Paul Booth
Guys & St Thomas' PCSG	Paula Allchome
Metro Walnut – London	Simon Faulkner

Nailsea & District Prostate Group	Gordon Hayton
Norfolk & Waveney PCSG	Noel Warner
North & East Devon Prostate Support Association	John Perratt
Northampton PCSG	Bernard Kelly
P.H.A.S.E. - Prostate Health Advice Support and Education (Essex)	Martin Bell
PROGRESS	Brian Jones
Prostate Cancer Cardiff Support Group	Keith Cass
Prostate Cancer Support (PCS) Salford	Brian Robinson
PCaSO (Rustington)	Roger Bacon
Shropshire PCSG	Ben Trumpeter
Stockport Beechwood PCS	Neil Ashton
The Prostate Cancer Support Group, Northern Region (Newcastle)	Pauline Bagnall
The Walnut Group (Preston)	Colin Piddington
The West Wales Prostate Cancer Support Group (Ceredigion)	Ken Jones
The Wirral & North Cheshire PCSG	Calvin Wood
Torbay Prostate Support Association	Peter Hosking
Woking PSA - North West Surrey	Roy Sowersby

2. Review of 2014 AGM

The approval of the 2014 AGM minutes was proposed by Hugh Gunn and seconded by John Burton.

A question was asked as to progress on helping groups to set up their own websites. Simon Lanyon answered that, at the moment, this was limited to an entry on the Federation's website. However, funds had recently been received which could be put towards creating a template for groups. David Buckley reported that he had used a fairly cheap package off the web to set up MK PCS' website.

3. Chairman's Report

Roger Wotton summarised the mission, vision and aims of the Federation, and how these are driving our strategy and plans. We now have a much stronger regional focus across the organisation and we ran a successful series of workshops, to be repeated in different location during Q4 2015/Q1 2016. We have put in place the basis for a more accountable and democratic organisation, one that will serve us well as we continue to grow in effectiveness and reputation. We are now regularly being asked for media comments, we have a seat at the table of many prostate-related committees/pressure groups and are invited to participate in various NICE initiatives. Mention was also made of those who passed away since our last AGM, including David Smith and Bob Melling.

4. Chief Executive's Report

Rowena Bartlett referred to the previous AGM when, following a consultation with members, the priorities had been identified as Early Detection (eg PSA Testing, educating GPs, public awareness), Better Treatment (eg access to drugs, information, reduction in biopsies, services for the side effects of treatment) and More Support. She talked about why raising the profile of the charity was helping us to achieve those aims, explaining that as our name is becoming better known, we are becoming more influential; contributing to several initiatives to improve treatment and diagnosis. She stressed the importance of members acting together to Tackle prostate cancer. She said that the work we had done to lay the foundations had paid off and that we now needed funds to be able to get on with what we wanted to do.

Rowena thanked John Coleman and the Helpline volunteers. In a discussion about the Helpline, opinion was divided over whether a national or local Helpline was best and whether it was preferable to have someone answer from the same area as the caller; however, it was agreed that it is entirely the local group's decision as to what sort of Helpline they should have.

5. Finance Report

Erik Friis-Scheel reported that total income for 2014 was £144K and expenditure £133K leaving us with a surplus of £11K. He gave a breakdown of the sources of income and how the money was spent. He was pleased to note that income had continued to increase steadily over the last five years and that our assets at year end were £50K.

The approval of the accounts was proposed by Gary Steele and seconded by David Barrow.

6. Proposed Amendments to the Constitution

Roger Wotton explained that as there was some doubt as to whether the 2013 and 2014 changes were valid as there was not a quorum. However, as members were aware, the quorum had now been changed from 2/3 of the membership to either 20% of the members present or 10 whichever is the greater. The key changes proposed were:

- All Trustees to be appointed for a term of three years as opposed to one.
- The Hon Treasurer position to be replaced by a Finance Director who can be selected from either Elected or Appointed Trustees.
- Change in membership fee requirement.
- Allowing for establishment of a Honorary Life President position.
- Requirement of Trustees to sign a Code of Conduct and, in particular, to abide by the collective responsibility of matters agreed by the Trustees.
- Trustees not to be paid apart from reasonable expenses.
- Appointed Trustees able to be voted off the Board.

In discussion, it was decided that the title for the new President position should be Honorary President and that the tenure should be for a period of three years.

The approval of the changes to the Constitution were proposed by Hugh Gunn and seconded by Bruce Cameron.

7. Proposal to Incorporate

Roger Wotton outlined the proposal to incorporate by becoming a charitable company limited by guarantee from 1 January 2016. This change will need to be approved by the Charity Commission. The change has several implications and advantages:

- We will still be a charity but with limited personal liabilities for Trustees and with a more manageable degree of financial risk;
- We will have a more secure structure for the future;
- We will be in a better position to attract funding from PLCs and Charitable Trusts;
- We will have a more democratic and accountable set-up with Articles of Association rather than a constitution, and there will be proxy voting which will ensure every group has a vote, whether or not they can attend general meetings.

The approval of the proposed articles of association and rules as well as authorisation for the Trustees to take all appropriate steps to implement the decision including dissolution of the current charity was agreed unanimously by the delegates.

It was further agreed that the official name of the charity should change to The National Federation of Prostate Cancer Support Groups when the new charitable company is set up.

8. Election of Trustees

Sandy Tyndale-Biscoe explained that the number of nominations did not exceed the number of available places on the Board. He gave a brief introduction to each of the candidates who were:

Rob Banner	PROSTaid
Keith Cass	Prostate Cancer Cardiff Support Group
Frank Chinegwundoh	Cancer Black Care

Hugh Gunn	PROSTaid
Mike Harrison	High Peak
Ken Mastris	APPLE (Association of Prostate Patients in London and Essex)
Roger Wotton	Aylesbury Vale Prostate Cancer Support Group

The approval of all of the Trustees for a three-year term was proposed by Colin Derrick and seconded by Paul Williams.

The approval of Roger Wotton to be Chairman was proposed by Gary Steele and seconded by Brian Cole.

The approval of Ken Mastris to be Secretary was proposed by Reg Swaden and seconded by Bob Arthy.

Roger Wotton then thanked Sandy Tyndale-Biscoe for his enormous contribution to the Federation since its foundation and proposed that he should be elected as Honorary President for a period of three years which was approved unanimously. Sandy accepted and thanked all those present for the honour.

9. Any Other Business

Early Detection.

Rowena reported that as part of our work on Early Detection she had recently visited the Medical Detection Dogs charity (MDDC) near Milton Keynes where they have had a 98% success rate in detecting prostate cancer. However, in order to train the dogs, they need a regular supply of urine samples which are difficult to obtain. Graham Fulford had agreed to incorporate this into his testing events much to the delight of the trainers at MDDC. If other support groups could help, it would very much be appreciated. Rowena said that MDDC would be very happy to come and give talks to Support Groups.

Gary Steele urged members who weren't doing PSA testing to try to do so as only about 8% of men in the UK get tested which compares very badly against many other countries. He explained that it is now easier to do as both he and Graham Fulford were very willing to provide assistance. The cost was about £20 per man tested and he felt that this should be paid by the support groups themselves rather than the Federation.

Gary reported that the database of tests that had been carried out by various groups and which had been analysed by David Baxter-Smith was now an immensely valuable resource for research. However, it needed to be made into a proper database so that results could be interpreted more easily and any donations would be welcomed by the Graham Fulford Charitable Trust.

There being no further business, the meeting was closed.