

## Annual General Meeting (AGM) for Year 2021-2022

Saturday 30<sup>th</sup> April 2022, at 6.30pm – 8.00pm

### HACA Centre

Present (24)		
Debashis De ( <i>Paid Member</i> )	Catherine Kenny ( <i>Paid Member</i> )	Felicia Okenyi ( <i>Paid Member</i> )
Cllr Gill Kenneth ( <i>Paid Member</i> )	Alhaji Koroma ( <i>'Paid' Member</i> )	Peter Oluotch ( <i>Paid Member</i> )
Saidou Koroma ( <i>Paid Member</i> )	Francis Noel-Hudson ( <i>Paid Member</i> )	Kaylara Reed ( <i>Paid Member</i> )
Bongi Mokone ( <i>Paid Member/Co-opted Trustee</i> )	Dominic Hooke ( <i>Paid Member</i> )	Jenny Ubi
Chester Williams ( <i>Paid Member/ Trustee</i> )	Angela Murden ( <i>Paid Member/ Trustee</i> )	Lisa Anong
Cecil Jones ( <i>Paid Member</i> )	Balsamo Mahmoudian ( <i>'Paid' Member</i> )	Dr Dominic Chirwa
Jared Kenny ( <i>Paid Member</i> )	Rita Edmond ( <i>Paid Member/ Trustee</i> )	Dr Dominic's Guest
Jenny Dimas ( <i>Paid Member</i> )	Dimas Costan ( <i>Paid Member/ Trustee</i> )	Portuguese Mama
Apologies (15)		
Wendy Dobbs ( <i>Paid Member</i> )	Gertrud Buscher ( <i>Paid Member</i> )	Cecile Oxaal ( <i>Paid Member</i> )
Salinder Supri ( <i>Paid Member/ Trustee</i> )	Tunde Ashaolu ( <i>Paid Member/ Trustee</i> )	Eleanor Woyen ( <i>Paid Member</i> )
Shemel Fanfare ( <i>Paid Member</i> )	Siddi Majubah ( <i>Paid Member</i> )	Tina Hooke ( <i>Paid Member</i> )
Mariama Jarra ( <i>Paid Member</i> )	Grace Fregene ( <i>Paid Member</i> )	Bayan Mama ( <i>'Paid' Member</i> )
Maryam Alkhobi ( <i>'Paid' Member</i> )	Patience Okeye ( <i>Paid Member</i> )	Debbie Santoro ( <i>Paid Member</i> )

### MINUTES OF MEETING

<b>1.</b>	<p><b><u>Welcome &amp; Introductions (<i>Chair-Dominic</i>)</u></b></p> <ul style="list-style-type: none"> <li>• The HACA Chairman, CW, opened the meeting, welcoming all and thanking everyone for coming. He then handed the chairing of the meeting to DH.</li> <li>• DH thanked CW and proceeded to notify all attendees that the meeting would be recorded, for Minute-Taking purposes, and that photos and videos would be taken, urging all attendees to register any objection to either. None were received, so the meeting proceeded.</li> <li>• DH took apologies, then briefly outlined the business of the day, as per the agenda.</li> </ul>
<b>2.</b>	<p><b><u>Minutes of Previous Meeting (<i>Rita</i>)</u></b></p> <ul style="list-style-type: none"> <li>• RE led the meeting through the previous AGM Minutes (i. e. 2021), to review for accuracy.</li> <li>• Minutes were Proposed as accurate by SK, and Seconded by CK (both present at the previous AGM), and the 2021 AGM Minutes were duly adopted. The audio recording of the previous Minutes was thus deleted.</li> <li>• All 'Action Points' have been undertaken, baring one by <i>Shantelle Mohapi</i> which is now duly dismissed as unfulfilled.</li> <li>• On 'Matters Arising', the following were picked up in the main agenda:               <ul style="list-style-type: none"> <li>- <i>iCloud Matter: Board</i></li> <li>- <i>Members Skills Audit: Board</i></li> <li>- <i>BAME Business Database</i></li> </ul> </li> </ul>

**3a. Year Overview 2021-22 (Angela)**

AM shared some key aspects of the year, against the backdrop of the national ‘Covid-Recovery’ season, under the following headings:

- A) Governance & Finance**
- B) HACA Activities & Events**
- C) Local Activities & Events Supported**
- D) Community Support / Member Support / Solidarity**
- E) National Events Supported**
- F) Partnerships**
- G) Building & Premises**
- H) Consultation / Surveys / Research**
- I) Funding**
- J) Pressure Points**

**A) Governance**

- Appointment of a new HACA Chairman, following the passing of the previous Chairman, Uncle Yan. The change was accordingly reflected on the Charity Commission website.
- Following Expressions of Interest for Board positions, the Board appointed Ms. Moipone Bongki Mokone (previously Co-ordinator of the HACA Reconciliation Committee), as a Co-opted Trustee to the Board.
- The Board also appointed Ms. Tonye Wokoma as the new Secretary of the Reconciliation Committee.
- We continued with our drive towards continuous improvement and efficiency by improving its internal processes e. g. updating our Project Proposal Proforma; our Payment Rate Card; our Booking processes, our Financial Controls etc.
- We held a General Meeting on 22<sup>nd</sup> Jan. 2022, in line with our Constitution, for all in the community, Members and Non-Members
- We registered HACA as a member of NCVO (National Council for Voluntary Organisations – London), to give us access to a range of tools and resources and attended their new members Welcome Event.
- The HACA Annual Accounts 2020-2021 were successfully completed early, and uploaded to the Charity Commission website.
- We continue to maintain a Debt Free status, and ensure all Bills and Invoices are paid in a timely manner.
- We continue to seek ways of maintaining and further improving our Financial Health so as to enable us increase our services to the community.

**3b. Year Overview 2021-22 (Angela) (Contd.)**

**B) HACA Activities & Events**

Within the constraints of the ‘national Covid-Recovery’ season, we managed to hold a few events as follows:

- Resident’s Garden Party
- Slavery Remembrance Day
- Black History Month (BHM) – 5 events
- HACA Christmas Banquet Dinner & Dance
- Christmas Love Project
- Uncle Yan – Life Celebration 1 Year On
- Canopy Unveiling – in memory of 3 HACA Elders
- HACA Tea Party – For International Women’s Day

**C) Local Activities & Events Supported**

Based on our relationship ethos and culture, we support activities and events of other organisations by our presence, financially, and/or other ways. Below are some of those we have participated in or supported:

- African Fashion Week Hull (AFWH)
- Freedom Festival
- HANA Football World Cup – (HACA in new jerseys)
- HANA Fashion Show and Awards Ceremony
- George Floyd – One Year on, and the Verdict
- Stephen Lawrence Reflective Service
- Sierra Leone 42<sup>nd</sup> Independence Anniversary
- Objects & Tings Exhibition – Museumand

**D) Community Support // Member Support // Solidarity**

Alongside the projects, activities, and events, we support individuals, and the community in different ways, under our ‘HACACares’ banner, some of which are listed below:

- HACA Free Food Bags
- HACA Donations – Death of Romeo TN
- Support for HACA Elder (DK), and Member (HMA)
- Schools Initiative (Family Food Boxes) – 3months
- HACA ‘Shop’ – new, non-food household essentials
- Room Hire – New Church Tenant

3c. **Year Overview 2021-22 (Angela) (Contd.)**

**E) Key National Events Recognised/Celebrated**

In addition to our local events, we also participate in recognising and/or celebrating some national and international events, either by in-person events, and/or by electronic communications, publicities, and promotions on our various social media platforms. Below are some events we have marked:

- International UN Anti- Racism Day
- Mental Health Awareness Week
- Volunteer Week
- Refugee Week
- Windrush Day (*HACA and others at WISE Webinars*)
- Trustee Week
- Women’s Week, and International Women’s Day

**F) Partnerships & Relationships**

At HACA, we appreciate and value the currency of good, strong, partnerships and relationships, with both individuals and organisations. Indeed, they are the platform from which effective service deliveries can be launched, so we actively endeavour to maintain and/or cultivate them. Some of those we have relationships with are:

- Stand-Up-To-Racism – we always stand in solidarity with them.
- Bameen – provided us with Raised Beds for the garden, and Bags of Soil
- Morrisons Supermarket (Beverley, and Holderness Road) – provided Food Donations, and Plastic Bags
- CVS – provides various meeting platforms that delivers useful and informative meetings and support that help enhance our community work e.g., Volunteers Co-ordination Meetings, and others.
- Hull Truck Theatre – brought their production of *Everything I Own* – to our HACA Garden and Outside Space. They also periodically provide us with complementary tickets to some shows e.g. *Woke – Apphia Campbell*
- HANA – various interactions, but in particular a new partnership in development (HACA is a founder partner together with 3 other household organisations)
- WISE – various interactions, but in particular as a partner of the HACA Slavery Remembrance Day annual project
- Tesco Relationship – proactively provided us with some Gift Vouchers
- Humberside Police – HACA a key member of its IAG Hull group; we also support their Hate Crime campaigns.
- Humber NHS Trust – jointly exploring HACA offering to New International Nurses.
- Emma Hardy MP – proactively Visited HACA for an update.
- Hull University Union – engaging with their Volunteer Fair

3d. **Year Overview 2021-22 (Angela) (Contd.)**

**G) Building & Premises**

The HACA premises (both building and garden outside spaces) is a valuable and useful asset for the community and its maintenance is important. Over the year we have undertaken the following to enhance the community centre:

- Back Garden – general cleaning, refreshed the BBQ Station, laid some Raised Beds and planted some vegetables.
- All Gardens and Outside Space – commissioned *Rooted in Hull* to undertake a deep clean, mowing, and general overhaul.
- Back Garden Facelift – invested in professional erection of a new Canopy. Also, bought some B&Q garden benches, a firepit, outside string lights, and a Gazebo.
- Board Room Upgrade – new carpeting, setup, and general refresh.
- Main Hall Facelift - new flooring, and curtains.

The building experienced a Power Outage (first time ever). Fortunately, no event was taking place at the time, nor was anyone in the building. Our landlords, Hull City Council, were contacted and they sent their engineers round, but they were unable to resolve the fault, and thus put a callout to the National Grid, who attended and subsequently restored power. The fault was allegedly attributed to the age of some electrical gadget! We are thankful for the prompt and safe resolution of the fault.

**H) Consultations / Surveys / Research**

HACA endeavours to participate in the above as often as it can as we know the importance of having a voice, for its community, and for the wider BME community. Below are a couple of the consultations and surveys we have responded to:

- Survey: Evidence for Equality National Survey (EVENS) – completed by some HACA members.
- Consultation: Joint Health & Wellbeing Strategy for Hull 2021.
- Consultation (Govt): Flexible Working – (via TUC Survey) – our response done on behalf of HACA community.

**I) Funding**

We successfully secured the following funding across the year:

- KHCC – for Commemoration Swinging Bench for HACA Stalwarts (£1.3K).
- National Lottery – for Community Canopy Project (£10K).



3e. **Year Overview 2021-22 (Angela) (Contd.)**

**J) Pressure Points**

- **More Volunteers:** Like all community organisations, we need more volunteers to help carry out the important work of the HACA vision. HACA, currently and for many years, has operated without any paid staff, so it solely depends on volunteers and their involvement is crucial.
- **More Trustees:** We continuously put a call out of individuals with a **heart for**, and **commitment to**, the HACA charity and its community **to serve** as Trustees. The role of a Trustee is important and requires responsible adults with vision and drive, and ready to serve selflessly, with warmth for the people being served. So, please contact (HACA Admin. 07366 191996), us if you want to serve.
- **Middle Management Layer:** We want to develop this layer to offset some of the operational work the Board has had to get involved in. So, we are looking for volunteers to serve in this capacity too. Please contact HACA Admin if you can help.
- **Membership:** We continue to encourage membership sign-up (£10 p.a., except if exempt), as an indication of your heart for, and commitment to the HACA charity.
- **Increased Centre Openings:** Though the centre is opened a bit more than before, we do need to increase our openings times. We thus need more volunteers, that we can trust as key holders, to help with this. So, again, do get in touch if you can help.
- **Increased Footfall:** This is one of the HACA strategic goals, and naturally this is dependent on the centre openings. We have seen some small increase, as we all try to creep out of the past Covid restrictions. We hope the increase will continue.
- **Efficient Heating:** Control and management of our current heating is a little problematic. Discussions are underway with the Council around this issue and a more efficient heating and control system.
- **Green Challenge** – HACA has signed up as a member.

4. **HACA Achievements**

Some of the key achievements for the year were as follows:

- Remaining Debt-Free
- Continued Good Governance
- Financial Probity
- Cashless HACA
- Increased Project Portfolio
- Continued Successful Delivery of HACA Free Food Bags Project
- Strengthen Partnerships
- Continued positive relationship with Hull City Council, our landlords.
- New Relationships with some community organisations

5. **Main/Key Objectives for the Next Year (2022/2023) (Angela)**

An outline of the key objectives for the following year were based on the *HACA Strategic Document 2019* (last updated 2022), which was briefly shared, as follows:

**1. Attain a sustainable financial position**

- a. *Attract activities and optimise footfall unto the premises*
- b. *Negotiate with the council for monthly rebate remits*
- c. *Institute a Finance Committee that is led by the Treasurer*

**2. Increase and improve the profile of the charity**

- a. *Reconciliatory measures*
  - i. *Establish a Concordance Forum for reconciliation*
  - ii. *Pastoral care and support for members where identified*
- b. *Review the Charity's complaint processes*
- c. *Increase positive visibility in the community*
- d. *Improve relationships with similar charities, political and social organisations.*
- e. *Increase effective social media presence – Facebook, Website, Twitter etc.*
- f. *Active management of organisational reputation and image*

**3. Strengthen governance**

- a. *Review the operating policies of the Charity*
- b. *Review the Charity constitution and explore the CIO option with Charity Commission*
- c. *Obtain Trustee Indemnity Insurance*
- d. *Obtain legal opinion where deemed necessary*
- e. *Promote continuous training and development amongst Trustees and Members*

**4. Increased participation of members and stakeholders**

- a. *Develop a comprehensive Events calendar*
- b. *Strengthen Volunteers and Activities groups*
- c. *Institute regular members meetings*
- d. *Institute regular stakeholder meetings*
- e. *Attract new members and corporate sponsors*

**5. Estate / Premises management**

- a. *Security: Replace door locks to ensure single process of building access*
- b. *Accountability: Replace door locks to ensure single process of building use*
- c. *Lease: Agree lease arrangements with the Council*
- d. *Review occupancy arrangements of current regular users*
- e. *Improve energy efficiency: Board to confirm energy efficiency plan document.*

**6a. Presentation of Annual Accounts by Treasurer (Bongji)**

A) BM gave an overview of the latest HACA Annual Accounts, firstly highlighting that:

- The Accounts related to accounting year 2020-2021.
- They are the latest Annual Accounts.
- They have been through an Independent External Examiner (Accountant).
- They are on the Charity Commission website (uploaded January 2022, within deadline).

B) BM went on to highlight the following salient points in relation to the substance of the Accounts: -

- HACA's Total Income over the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021, was £25,372, a decrease from last year's income of £34,254. *(NB: Last year's income was skewed mainly by the £15K Donations)*. The decrease is also because of the limited activities due to the Covid-19 restrictions. The key sources of income for the year were:
  - Grants of £11,527 *(£10K restricted funds)*
  - Room Hire of £2,290 *(over 50% drop from last year)*
  - Activities and Events - £950 *(as opposed to £0 last year)*
- HACA's Total Expenditure over the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021, was £6,869 again, a staggering drop from last year's income of £31,371, which as mentioned above, is due to the impact of the Donations of £15K. The key expenditures were:
  - Activities & Events of £2,921
  - Utilities of £1,450
  - Insurance of £1,172
- HACA's Net Surplus for the current year was £16,683, as opposed to last year's surplus of £2,883. *(NB: £10K of the Net Surplus was restricted funds)*
- The Total Cash & Bank Balance of £20,948 carried forward represents a significant increase, compared to the previous year's £4,256.
- There were Total Restricted Funds of £12,988.



**6b. Presentation of Annual Accounts by Treasurer (Bongji) (Contd.)**

C) BM also gave **Headline figures** of the Accounts for the current year to date (i.e. **1<sup>st</sup> April 2022 – 30<sup>th</sup> April 2022**), as follows: -

**Funds in Bank (as at 30<sup>th</sup> Apr. 2022)**

Unrestricted

Operating Funds - £1.3K  
 Buffer (6 months) - £6K  
 Reserves (6months) - £7K

Restricted

Lottery Funding - £10K

**Bank Transactions (Apr. 2021 – Mar. 2022)**

Total Credits – £39.9K approx.

Total Debits – £42.6K approx.

Key Credit Receipts

Room Hire (Occupiers) - £8.7K approx.  
 Room Hire (Events) - £1.9K approx.  
 Funding (KHCC) - £1.3K approx.  
 Funding (Lottery) - £10K

Key Debit Payments

Utilities - £2.5K approx.  
 Public Liability Insurance - £1.3K approx.  
 Patio/Canopy - £1.5K approx.  
 Services Received (UTRs) - £4.6K approx.  
 Services Received (Others) - £12.1K approx.

**5. Questions & Answers (Q&A) (Rita)**

- A couple of members tabled questions of clarification around the different set of accounting figures being discussed. AM responded explaining that the first set of figures were the, already published accounts for the year 2020-2021, and the second set of figures were headline figures for the year that just ended on 31<sup>st</sup> March 2022.
- CJ also highlighted a point of correction on the name of the Sierra Leone Independence Anniversary event. (correction duly made above).

**6. Election of Board Positions *(Angela)***

- An outline of the process was given.
- All eligible voting HACA members were identified and confirmed; the Chair (DH) was given the nine Proxy Votes, for casting as appropriate; and a Teller (PO) was assigned for vote-counting.
- Firstly, the Co-opted Trustee (BM) presented her case for wanting to serve as a HACA Trustee, which was followed by the voting. The Teller reported a unanimous vote in her favour. The Proxy Votes also went in support of BM. The Board congratulated BM and again welcomed her onboard.
- The Chair mentioned that the new additional position of Youth Engagement Trustee was also being sought at this AGM.
- The rest of the existing Board members (present and absent) stood down as Trustees. RE conveyed that she would not be seeking a further term, and thus resigned and vacated her seat on the top table. The Chair and Board accepted her resignation and thanked her for her contributions.
- All members interested in becoming Trustees and had submitted a HACA Expression of Interest form (EOI) within deadline, presented their respective cases to the members.
- The presentation by AK for the position of Youth Engagement Trustee, stressed the importance of getting more youth-related activities that would increase the youth involvement in the HACA charity, and shared some interesting ideas he would progress, if successful. The meeting was receptive to his energy.
- The Chair invited questions from the members. SK commented that it was good to have the new role, and this view was echoed and generally support by the meeting. A couple of members enquired as to the reason for the absence of one Trustee (TA). BM responded that it was due to family commitments.
- At the end of the presentations, the voting took place for each potential Trustee, and the Teller reported that all presenters had, again, been unanimously voted in by the members. The Chair, also cast the Proxy Votes in favour of each presenter.
- The result of all the voting process delivered a new Board of Trustees as follows: -
  - *Mr Chester Williams (Chairman)*
  - *Mrs Angela Murden (Secretary/Admin.)*
  - *Ms Bongji Mokone (Treasurer)*
  - *Mr Alhaji Kamara (Youth Engagement)*
- CW, on behalf of the Board, thanked the members for their votes and support.
- AM also, on behalf of the Board, thanked RE, (and TA in absentia), for their time on the Board. RW was then presented with a gift, from all HACA Board and members, very much to her surprise. She was pleased and thanked everyone.
- The Chair also, on behalf of all the HACA members, added his congratulations to the new Board of Trustees, and encouraging them to continue supporting them.
- AM shared that, in line with HACA procedure, all new Trustees will be sent electronic files of all the Key Trustee Documentation, for them to familiarise themselves with, and operate within, as best as possible.

<b>7.</b>	<p><b><u>Accountant/Auditor Selection</u> <i>(Chester)</i></b></p> <ul style="list-style-type: none"> <li>• CW proposed that we retain the current Accountant (ERVAS/Phoenix), and was seconded by BM.</li> <li>• The attendees and the Board agreed to retain them.</li> </ul>
<b>8.</b>	<p><b><u>Next Steps</u> <i>(Angela)</i></b></p> <ul style="list-style-type: none"> <li>• AM briefly highlighted a few pressuring issues as follows: <ul style="list-style-type: none"> <li>○ <u>More Volunteers</u> – A continuous call-out for more volunteers. Everyone was encouraged to volunteer, if even for only a couple of hours, as there is a lot of work that needs doing at HACA. HACA Admin contact number (07366 191996) was provided.</li> <li>○ <u>HACA Newsletter</u> – Another call out for a volunteer with particular skills to produce a monthly newsletter was given.</li> <li>○ <u>iCloud Storage</u> – Another call out for a volunteer with particular skills in this area to help safeguard HACA files and increase access as appropriate, by the Board.</li> </ul> </li> <li>• These issues were also highlighted as outstanding and still needing attention: - <ul style="list-style-type: none"> <li>○ <u>Paid Members Skills Audit:</u> To give Board more information when recruiting Board Paid Members &amp; staff. Action: Board</li> <li>○ <u>BAME Business Data:</u> The same was also said for this potential HACA service - volunteers were again encouraged to step forward.</li> </ul> </li> </ul>
<b>9a.</b>	<p><b><u>A.O.B.</u> <i>(Chair-Dominic)</i></b></p> <ul style="list-style-type: none"> <li>• None from the floor.</li> <li>• AM gave some publicity to a couple of ongoing and upcoming HACA events, and invited everyone to attend, bring others, and share the information more widely.</li> </ul>
<b>10.</b>	<p><b><u>Thanks / Date &amp; Time of Next Meeting / Close</u> <i>(Chair/Angela)</i></b></p> <ul style="list-style-type: none"> <li>• The Chair thanked all for attending and for their contributions.</li> <li>• AM on behalf of the Board and attendees, thanked the Chair, for chairing the meeting, and in a timely way.</li> <li>• Next AGM – April 2023 - specific date/time to be advised in due course. Action: Board</li> <li>• The Chair closed the meeting.</li> </ul>