

Annual General Meeting (AGM) for Year 2022-2023

Saturday 15th April 2023, at 6.30pm – 8.30pm

HACA Centre

Present (30)		
Saidou Koroma (<i>Paid Member</i>)	Hildah Ginn (<i>Paid Member</i>)	Ikechukwu Okoro (<i>'Paid' STU-Member</i>)
Bongi Mokone (<i>Paid Member/Trustee</i>)	Ade Ogunfidodo (<i>Paid Member/ Co-opted Trustee</i>)	PC Paul Chalmers
Chester Williams (<i>Paid Member/ Trustee</i>)	Peter Oluotch (<i>Paid Member</i>)	Salinder Supri
Felicia Okenyi (<i>Paid Member</i>)	Angela Murden (<i>Paid Member/ Trustee</i>)	Abdul-Nasser Bayorbor (Abbas)
Rita Edmond (<i>Paid Member</i>)	Peter Bowen (<i>Paid Member</i>)	Kaylara Reed
Frank Wambari (<i>Paid Member</i>)	Siddi Majubah (<i>Paid Member</i>)	Patrick Odia
Jared Kenny (<i>Paid Member</i>)	Dr Dominic Chirwa (<i>Paid Member</i>)	William Ngigi
Balsamo Mahmoudian (<i>'Paid' Member</i>)	Karen Okra (<i>Paid Member</i>)	Sara Johnson
Dominic Hooke (<i>Paid Member</i>)	Catherine Kenny (<i>Paid Member</i>)	Portuguese 1 (sorry, didn't get the name)
Alhaji Koroma (<i>'Paid' Member</i>)	Cllr Brabazon (<i>CESO Representative</i>)	Portuguese 2 (sorry, didn't get the name)
Apologies (13)		
Wendy Dobbs (<i>Paid Member</i>)	Grace Fregene (<i>Paid Member</i>)	Bayan Mama (<i>'Paid' Member</i>)
Shemel Fanfare (<i>Paid Member</i>)	Patience Okeye (<i>Paid Member</i>)	Tina Hooke (<i>Paid Member</i>)
Cllr Gill Kenneth (<i>Paid Member</i>)	Eleanor Woyen (<i>Paid Member</i>)	Penge Feza (<i>Paid Member</i>)
Maryam Alkhobi (<i>'Paid' Member</i>)	Nancy Faal-Prestwell (<i>Paid Member</i>)	
Dami Ogunfidodo	PC Danny Fleming	

MINUTES OF MEETING

1.	<p>Welcome & Introductions (<i>Chairman CW // Chair-Dominic</i>)</p> <ul style="list-style-type: none"> The meeting was opened by CW, HACA Chairman, with a warm welcome to everyone. He then handed the chairing of the meeting to DH. 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 notify us if they have any objections. As no objection was made the meeting proceeded. Introduction were then made by all on the top-table. DH took the apologies and carried out the housekeeping routine before briefly outlining the business of the day, as per the agenda.
2.	<p>Minutes of Previous Meeting (<i>Chester</i>)</p> <ul style="list-style-type: none"> CW led the meeting through the previous AGM Minutes (i. e. 2022), to review it for accuracy. The unexpected IT challenges of the new large screen and laptop resulted in AM reading aloud the entire Minutes (attendees raised any questions at the end of each section – which were then addressed). Accuracy of the Minutes was confirmed, so RE proposed adoption, which was seconded by BM (both were present at the previous AGM). The 2022 AGM Minutes were duly adopted, and the audio recording of the previous Minutes subsequently deleted. No outstanding '<i>Action Points</i>'; all '<i>Matters Arising</i>', were picked up in the main agenda.



3a. **A) Year Overview 2022-2023 (Angela)**

AM shared some key aspects of the year, via a PowerPoint presentation, accompanied with commentary. The overview covered the areas as follows:

GOVERNANCE
(Apr. 2022 – Mar. 2023)

- Strengthen Board – New Trustees
Co-optee Promoted to Trustee (BM)
New Youth Engagement Trustee (AK)
New Co-opted Trustee (AO)
- Community Centre Health Check (KHCC)
25-Page Detailed Document
- Strengthened Reconciliation Committee
Slight Reshuffle + Additional Member (DH)

H.A.C.A. ACTIVITIES & EVENTS (a)
(Apr. 2022 – Mar. 2023)

- Community Canopy Launch – June 2022
- HACA Refugee Week Celebration Event
- Reggae Night
- Dance Workshop –Tamar & Jo
- Christmas Love Project
- HACA Free Food Bags Project

H.A.C.A. ACTIVITIES & EVENTS (b)
(Apr. 2022 – Mar. 2023)

- Meet & Greet Social – AI Students (100+)
- Student Giveaway // Membership Campaign
- HACA Men – Prostate Cancer Awareness
- Hepatitis C Testing
- Black History Month (BHM)
Football Tournament + 3 events

LOCAL ACTIVITIES & EVENTS SUPPORTED
(Apr. 2022 – Mar. 2023)

- Sierra Leone 61st Independence Day celebrations
Held in HACA
- Welcome House Official Opening
- This Place Project
Campfire discussions on Poverty & Richness
- African Fashion Week Hull (AFWH)
- HANA Fashion
- Bora-Shabaa's International Women's Day 2023

MEMBER & COMMUNITY SUPPORT
(Apr. 2022 – Mar. 2023)

- HACA Volunteer Awards (x5)
- Volunteers Opportunities – Accounts // Admin
- Member Support - During Illnesses, Hospital, Burials
- HACA Pantry + HACA 'Shop'
- Time2Volunteer – HACA Volunteer Nominations (x2)
Awards Ceremony at Bonus Arena –
Drinks Reception & Sparkling Afternoon Tea
- Member Support – Visit Elders (with small gifts)
- HACA Gen2 – Urban Faaji, and more.....

NATIONAL EVENTS RECOGNISED / CELEBRATED (a)
(Apr. 2022 – Mar. 2023)

- Stephen Lawrence Day (Apr)
- International UN Anti-Racism Day (Mar)
- Mental Health Awareness Week (May)
- Volunteer Week (Jun)
- Refugee Week (Jun) - HACA in Working Group
- Windrush Day (Jun) - WISE, HACA & Others at Webinar
- Trustee Week (Nov)

NATIONAL EVENTS RECOGNISED / CELEBRATED (b)
(Apr. 2022 – Mar. 2023)

- Fresher's Week (Sep)
- Freedom Festival (Aug – Sep)
- International Women's Day / Week (Mar)
- World Earth Day (Apr)
Theme: Invest in our Planet
(shift towards sustainable practices)
- World Malaria Day (Apr)

NATIONAL EVENTS RECOGNISED / CELEBRATED (c)
(Apr. 2022 – Mar. 2023)

- International Nurses Day (May)
- George Floyd Anniversary
1 Year On (In Solidarity With, Stand Up To Racism)
- Africa Day (May)
- Queen Platinum Jubilee (Jun) Beacon Lighting
- Srebrenica Remembrance (Jul)
- Emancipation Day Slavery Act abolished -1 Aug 1834
- Slavery Remembrance Day (Aug.)

PARTNERSHIPS & RELATIONSHIPS (a)
(Apr. 2022 – Mar. 2023)

- KHCC
 - Visit – By Mr Ian Anderson, Monitoring Officer, Town Clerk, and Director of Neighbourhood & Partnerships
 - HACA Stall at Community Strategy Engagement Feedback Event
- Hull CVS
 - Festival of Volunteering Steering Group
 - Sector Connect Launch Event
 - Won new PC Giveaway
- Humberside Police
 - IAG Meetings
 - PC Chef – Wed Drop-in

PARTNERSHIPS & RELATIONSHIPS (b)
(Apr. 2022 – Mar. 2023)

- North Bank Forum
Community Engagement - My Life, My Street, My City
- School
Donation - Harvest Festival Surplus Provisions
- HANA
World Football
Stakeholders Meetings
- KHCC/ CVS Community Centres Group
Working together
First Meeting to be hosted by HACA in May

BUILDING & PREMISES
(Apr. 2022 – Mar. 2023)

- HACA Community Clean Up Days (x2)
Day 1 – May 2022
Day 2 – Jun 2022
- Cabling for Internet/WIFI – Over £1K
- Computers Donated (8) – Timebank
- Monitors Donated (10) – KCOM

CONSULTATIONS, SURVEYS, & RESEARCH (a)
(Apr. 2022 – Mar. 2023)

- Hull Community Safety Partnership
Tell Us What You Think
- CVS
Training Needs Survey
- Ethnic Minority Research Inclusion (EMRI)
Mini-Conference/Webinar with HACA BAME
- Charity Commission Consultation
Revisions to the Annual Return 2023-25

CONSULTATIONS, SURVEYS, & RESEARCH (b)
(Apr. 2022 – Mar. 2023)

- Fareshare
Cost of Living Survey
Annual Impact Survey 2023
- Partnered with RRC/NIHR
Assigned a HACA Representative (DO)
- Forum (North Bank Forum) & CVS
Cost of living impact for VCSE organisations
- York St John University
Green Social Prescribing

CONSULTATIONS, SURVEYS, & RESEARCH (c)
(Apr. 2022 – Mar. 2023)

- Consultation by KHCC & North Bank Forum
My Life, My Street, My City (£10 x 20 Vouchers Given Out)
- Research Partnership (with MoU)
HACA & NNCA-DAWN Older Adults Research
- EMRI Newsletter – HACA Featured
- HACA – Assigned a Research Champion (DO)
- Leeds Conference – HACA Showcasing

PETITIONS
(Apr. 2022 – Mar. 2023)

- HMRC
Increase Mileage Rate (45p to 60p)
- UK Government – Fareshare's Letter
Get More Surplus Food To Hungry People
- Change: To Rishi Sunak (UK PM):
Make Govt. Deliver More Food To People In Need
(73K out of 75K signatures..... and counting)



HULL AFRO CARIBBEAN ASSOCIATION

PRESERVING OUR ROOTS AND COMMONWEALTH HERITAGE
UNITY THROUGH DIVERSITY



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3b.

<p>FINANCE MATTERS (Apr. 2022 – Mar. 2023)</p> <ul style="list-style-type: none"> • Funding Secured – Green Social Prescribing Expression of Interest / Workshop / Got Funding (£9K) • Funding Secured – National Highways (£10K) Ground Floor Windows & Boardroom • Pledged Support – Balfour Beatty Visited - Interested in Back Garden Outside Space • Donations PC LM / Univ. of Hull (£525) // Emma Hardy MP (£150) • HACA Accounts 2021-2022 - On CC Website • Fareshare & Hull Daily Mail - 6mths Free Membership 2022 	<p>HACA PRESSURE POINTS (Apr. 2022 – Mar. 2023)</p> <ul style="list-style-type: none"> • We Need Salaried Positions (e.g. Centre Manager & Facilities Manager) • Efficient Heating • More Trustees and Volunteers • Increased Centre Opening Days/Times • Increased Footfall and Membership • Middle Management Layer 	<p>MISCELLANEOUS (a) (Apr. 2022 – Mar. 2023)</p> <ul style="list-style-type: none"> • Gift from HACA Member (M 22 Black Chairs • Donation by Aspire Hull Academy Larger Hamper (Shelley) • Visit – Bishop of Freetown Social Evening & Buffet at HACA • Guildhall Dinner for Bishop of Freetown HACA Invite (Bongi attended)
<p>MISCELLANEOUS (b) (Apr. 2022 – Mar. 2023)</p> <ul style="list-style-type: none"> • Fareshare Freezer Opportunity HACA Submitted Expression of Interest Succeeded in Securing One • HACA Website Recovered Old One // Designing New One • HACA Knowledge • HACA PayPal Account Opened • S/L Homecoming Exhibition (StreetLife Museum) 	<p>KEY ACHIEVEMENTS (Apr. 2022 – Mar. 2023)</p> <ul style="list-style-type: none"> • Debt-Free Status Maintained • Good Governance Maintained • Financial Probity Maintained • Cashless HACA • HACA Free Food Bags Project Maintained • Strengthen Partnerships • Positive Relationship with Landlords Maintained • New Relationships - Community Organisations 	<p>FINAL THOUGHTS (Apr. 2022 – Mar. 2023)</p> <p>I Charge Us All To:-</p> <ul style="list-style-type: none"> • Continue The Good Work • Watch Out And Care For Each Other • Support, and Work With The Your Board • Serve Well, Develop & Cultivate Good Relationships • Be Selfless, Sacrificial & Outward Thinking • Preserve Our Roots & Heritage • Cultivate A Legacy For Those To Come After Us <p>Let Us Make Our Contribution Count</p> <p>THANK YOU FOR LISTENING <small>Angela Munden – 15/4/2023</small></p>

B) Year Overview 2022-2023 (Alhaji)

AK did not present any overview or updates on Youth Engagement at HACA, over the year.

4a.

Presentation of Annual Accounts by Treasurer (Bongi)

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

- The Accounts related to accounting year 2021-2022.
- They are the latest Annual Accounts.
- They have been through an Independent External Examiner (Accountant).
- They are on the Charity Commission website (uploaded 25th January 2023, 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 1st April 2021 to 31st March 2022, was £24,052, a slight decrease from last year's income of £25,372. The key sources of income for the year were:
 - Grants - £13,077 (*£11K restricted funds*)
 - Room Hire - £10,155 (*a significant increase from last year*)
 - Activities and Events - £193 (*a drop from last year – and still attributed to the Covid impact*)

- HACA’s Total Expenditure over the period 1st April 2021 to 31st March 2022, was £23,670, a staggering increase from last year’s expenditure of £8,689, primarily attributed to the Projects, Activities & Events spend, enabled by the funding received. £13,548 of the Total Expenditure was restricted funds. The key expenditures for the year were:
 - Activities & Events - £9,979 (*Restricted Funds*)
 - Maintenance & Repairs - £3,192
 - Equipment - £2,817
 - Utilities of £2,502
 - Insurance - £1,239
 - Telephone & Internet - £1,189
- HACA’s Net Surplus for the current year was £382, as opposed to last year’s surplus of £16,683.
- The Total Cash & Bank Balance of £21,330 was carried forward and represents a slight increase from last year’s figure of £20,948.

4b. Presentation of Annual Accounts by Treasurer (Bonji) (Contd)

C) BM also gave **Headline figures** of the Accounts for the current year (i.e., **1st April 2022 – 30th March 2023**), as follows: -

 FINANCE: PROVISIONAL HEADLINE FIGURES (Apr. 2022 – Mar. 2023)			
HULL AFRO CARIBBEAN ASSOCIATION (HACA) SUMMARY OF INCOME <small>1ST APR. 2022 - 31ST MAR. 2023</small>		HULL AFRO CARIBBEAN ASSOCIATION (HACA) SUMMARY OF EXPENDITURE <small>1ST APR. 2022 - 31ST MAR. 2023</small>	
TOTAL	40,555.34	TOTAL	39,917.97
Funding & Grants: - Unrestricted - £2,751.88 (DCC Admin Grant + Utilities Rebate)	11,251.08	Utilities	5,886.21
- Restricted - £5,000.00 (Green Social Prescribing)		Projects, Activities & Events	7,364.28
Room Hire: Office Space	9,127.50	Telephone, Mobile & Internet	1,421.88
Room Hire - Main Hall	1,515.00	Insurance (Public Liability)	1,219.00
Donations (In)	1,150.00	IT	1,877.61
		Maintenance & Repairs	1,377.31

5.	<p><u>Questions & Answers (Q&A) (Ade)</u></p> <ul style="list-style-type: none"> • FW thanked AM for reading the Minutes and went on to request that they be made available in good time ahead of AGM, in future. <i>Board Response: Point noted.</i> • Karen Okra commented that HACA has made some progress but still some issues of need to be addressed to ensure unity. <i>Board Response: Point noted.</i> • Salinder questioned some previous accounting transactions around payment to Trustee RE. <i>Board Response: All transactions were transparent and not challenged by any Board member at the time, or the accountant for that matter. The claims were rejected.</i> • Siddi expressed disapproval on a range of matters some of which, sadly, included verbal attacks towards some individuals. DH (Chair) cautioned him and urged him to be respectful and professional. <i>Board Response: The central points on many of the matters raised were unfounded and inaccurate, and again refuted them.</i> • SM continued with his inappropriate comments and behaviour, resulting in CK and several other members and non-members rebuking him for his disrespect and inappropriate behaviour. SS also exhibited grave inappropriate behaviour resulting in DH (Chair) giving both a stern warning to curb their behaviours or be thrown out. <i>Board Response: No response was needed.</i> • AK claimed that all his suggestions to the Board were not taken onboard. This puzzled Board members who were left in disbelief. <i>Board Response: That his claims were a total surprise, untrue and therefore, refuted. AO conveyed that he had not experience such issues in his time as a co-opted trustee, but rather much to the contrary. He went on to enquired where his approach could have been a barrier?</i> • AK made no further contribution to the meeting, and proceeded to announce his resignation, and duly vacated his seat on the Board top table. DH (Chair) conferred with the Board, and his resignation was accepted. <i>Board Response: AM and colleagues thanked him for his time on the Board and wished him all the best in his future endeavours.</i>
6a.	<p><u>Election of Board Positions (Angela)</u></p> <ul style="list-style-type: none"> • AM gave an outline of the process. • All eligible voting HACA members were confirmed and given voting cards. • The Chair was given the eight Proxy Votes, for casting as appropriate; and a Teller (PO) was assigned for vote-counting. • The Chair, and the meeting, were advised that two Expressions of Interest had been received, and within deadline.

6b.	<p><u>Election of Board Positions <i>(Angela)</i> (Contd.)</u></p> <ul style="list-style-type: none"> • The two candidates were invited to present their respective cases, to the members, for wanting to serve as a HACA Trustee. • AO, the first candidate (and co-opted Trustee) presented his case, and the voting took place. The Teller reported a unanimous vote-count in his favour. The Proxy Votes were also cast in support of AO. The Board congratulated AO and again welcomed him onboard. • The second candidate (IO) presented his case, ending his presentation, sadly, with the withdrawal of his application based on the poor behaviour of a couple of members and non-members. • The Chair reminded all that requests for contributions should all be made through the Chair and that non-compliance would not be tolerated and if such behaviour persists, attendees will be thrown out of the meeting. • AM thanked IO for his interest and apologised, on behalf of the Board, for the poor and inappropriate behaviour displayed by a few. She concluded by saying that his reaction was not surprising, as she too would have done the same. • The Election process ended, and the new Board of Trustees was declared as follows: - <ul style="list-style-type: none"> ○ <i>Mr Chester Williams</i> ○ <i>Mrs Angela Murden</i> ○ <i>Ms Bongji Mokone</i> ○ <i>Mr Ade Ogunfidodo</i> • CW, on behalf of the Board, thanked the members for their votes and support. • 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.
7.	<p><u>Accountant/Auditor Selection <i>(Chester)</i></u></p> <ul style="list-style-type: none"> • CW proposed that we retain the current Accountant (ERVAS/Phoenix), and no objection was raised. • Board also agreed to retain them, thus duly retained.
8a.	<p><u>Next Steps <i>(Ade/Bongji)</i></u></p> <ul style="list-style-type: none"> • AM conveyed that our next steps were guided by the Charity Objectives listed below, that come from our <i>HACA Strategy Document - Revised 2023</i>. She went on to say the Board would be working toward achieving at least a couple of ‘new’ objectives, alongside maintaining those already achieved.

8b. Next Steps (Ade/Bonqi) (Contd.)

CHARITY OBJECTIVES (from Strategy Document)

- 1. Attain a sustainable financial position.**
 - a. Attract activities and optimise footfall unto the premises.
 - b. Continue to strengthen the Finance Team that is led by the Treasurer.
- 2. Strengthen governance.**
 - a. Review the operating policies of the Charity periodically.
 - b. Review the Charity constitution and explore CIO option with Charity Commission.
 - c. Promote continuous training and development amongst Trustees and Members.
 - d. Maintain Trustee Indemnity Insurance
 - e. Obtain legal opinion were deemed necessary.
 - f. Develop a middle management layer to address operational matters.
- 3. Raise and improve the profile of the charity.**
 - a. Increase positive visibility in the community.
 - b. Improve relationships with similar charities and social organisations.
 - c. Actively manage and promote the organisation’s reputation and image.
 - d. Further increase effective social media presence, particularly Website, Twitter etc.
 - e. Reconciliatory measures
 - i. Maintain a Concordance Forum for reconciliation, and
 - ii. Pastoral care and support for members where identified.
 - f. Continue to review the Charity’s complaint processes.
- 4. Increased participation of members and stakeholders**
 - a. Continue to develop a comprehensive Projects, Activities, and Events calendar.
 - b. Continue to 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 – Maintain door lock system that ensures single access to the building.
 - b. Accountability – Maintain door locks to ensure single process of building use.
 - c. Lease – Continue lease arrangements with the Council.
 - d. Occupiers/Regular Users – Periodically review occupancy and use arrangements.
 - e. Energy – Improve energy efficiency of the premises in co-operation with Hull City Council. Board to confirm energy efficiency plan document, and periodically review, as necessary.

8b. Next Steps (Ade/Bonqi) (Contd.)

The following were highlighted:

- *Salaried Positions in HACA* – Very much needed - at the very least, Centre Manager, and Facilities Manager. Lobbying will continue.
- *Middle Management Layer* – The importance of developing this to assist with operational matters was highlighted, and again volunteers encouraged to step forward.
- *Members’ Skills Audit, and BAME Business Data* – Board still wants to undertake these and needs volunteers to help moving these objectives forward.

9a.	<p><u>A.O.B. (Chair)</u></p> <ul style="list-style-type: none"> CW publicised the upcoming event of Stephen Lawrence Reflection Day (Sat. 22nd Apr. 2023) and urged as many as possible to attend.
10.	<p><u>Thanks / Date & Time of Next Meeting / Close (Chair/Angela)</u></p> <ul style="list-style-type: none"> The Chair thanked all for attending, and for their contributions. AM on behalf of the Board and attendees, thanked the Chair, for chairing the meeting, and in a timely way. Next AGM – April 2024 - specific date/time to be advised in due course. Action: Board The Chair closed the meeting. The Social got underway.