

## **BONE CANCER RESEARCH TRUST**

### **MINUTES OF SPECIAL MEETING OF TRUSTEES held on Saturday 2<sup>nd</sup> February 2008 at the Leicester Hilton Hotel.**

#### **1. PRESENT**

**Trustees:-** Mike Francis (Chairman), John Dealey (Deputy Chairman), Ian Lewis, Gill Pilcher, Patricia Smith, Nick Bones, Patrick Hardman.

**Officers:-** Ros Francis (Clerk to the Trustees), Kate Connor ( Administrator), David Fisher ( Head of Fundraising), Alan Johnson (Website Manager).

**Supporters:-** Chris Smith, Chris Wickham.

#### **APOLOGIES**

**Trustee:-** Rob Grimer.

**Supporter:-** Marian Dealey.

#### **2. REASON FOR THIS SPECIAL MEETING**

- The Clerk to the Trustees explained that the meeting had been called as directed in Clauses 9 and 15 of BCRT's Trust Deed which states that " apart from the first trustees every trustee must be appointed by a resolution of the trustees passed at a Special Meeting".
- The Clerk said that she had also taken advice about procedures for both out-going and incoming trustees from the Charity Commission and from BCRT's solicitor.

#### **3. OUT-GOING TRUSTEES**

- Notification of their wish to resign as Trustees had been received from Gill Callar and Debbie McCartney and recorded in the Minutes of the Meeting of Trustees held on 8<sup>th</sup> September 2007.
- Under Clause 11 (iv) of the Trust Deed, letters from the two out-going Trustees were read out from Gill Callar and Debbie McCartney.
- It was agreed that a Deed would be drawn up by BCRT's solicitor providing indemnity for the two out - going Trustees.

**ACTION – The Clerk,** to make appropriate arrangements.

- A Resolution, having been prepared by the Clerk with advice from the solicitor, was read and signed by all Trustees present.

#### **4. IN-COMING TRUSTEES**

- Having carried out a skills audit amongst the Trustees – see Minutes 17<sup>th</sup> November 2007, two names of possible new Trustees with appropriate skills to add to the range needed "for effective administration of the charity" ( Trust Deed clause 9 (ii) had been suggested. Letters of acceptance were read from Fiona Foley and from Sally Hurst (Trust Deed clause 10 (ii)).
- A Resolution, having been prepared by the Clerk with advice from the solicitor, was read and signed by all Trustees present.

## **5. THE RESOLUTION**

- This to be copied to BCRT's solicitor and BCRT's Bank. The information to be passed to the Charity Commission for its records when appropriate. **ACTION – The Clerk**

## **6. BANK SIGNATORIES**

- A bank mandate was circulated for all Trustees to sign. This removed the name of the retiring Trustee Debbie McCartney as a signatory. This also added the name of Gill Pilcher in preparation for her increased involvement as Trustee with particular responsibility for Finance.

## **7. INDUCTION OF THE NEW TRUSTEES**

- The Clerk to prepare an information pack with contents as suggested in the "Good Practice in Trustee Recruitment Toolkit". **ACTION – The Clerk**