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**Minutes of the Annual General Meeting of the Gloucestershire Aviation Collection/Jet Age Museum
Held on Wednesday 20 March 2019 at Jet Age Museum at 1900hrs**

PRESENT:

Trustees and Management Committee:

David Hunt
Chris Campbell
Chris Hill

Chairman. Property Services.
Vice-Chairman, Managing Trustee.
Secretary. Volunteer Co-ordinator.

Trustees:

Mike Firth
John Lewer

Newly Co-opted.
Procurement oversight.

Management Committee:

Pat Carter
Keith Creighton
Richard Henschke
Robert Hepple
Elaine Prior
Tina West

Engineering Manager.
Publicity and Marketing Manager.
Collections and Display.
Shop Manager.
Membership Secretary.
Café Manager.

Members

58 as recorded by the Membership Secretary.

APOLOGIES:

Trustees

Mick Goodband
Graham Howell
Tim Kershaw
Tony Mackinnon
Tony Sangwine

Management Committee

Keith Creighton

Members

15 as recorded by the AGM Secretary.

Item 1 – Welcome and Apologies.

1. The Chairman bid a warm welcome to all and thanked them for attending the meeting. He noted that attendance was 58 in total, which was a slight decrease when compared with AGM 2018 (69). The Chairman then noted the apologies received, as above.

Item 2 – Agree & Accept the Minutes of the Annual General Meeting (AGM) held on 21 March 2018.

2. The Minutes of the AGM 2018 were promulgated previously on the Jet Age web-site and a hard copy made available on request for members to peruse. The Chairman moved that the Minutes be agreed and be accepted as an accurate and true record of proceedings.

Proposed by Ian Pickup. **Seconded by** Ray Bunnage. All were in favour. **Motion carried.**

Item 3 - Matters Arising from Previous Meetings.

3. There were no Matters Arising from AGM 2018.

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Item 4 - To Receive the Reports of the Chairman of Trustees and the Chairman of the Management Committee.

4. **Chairman of the Board of Trustees.** Before commencing his report the Chairman of the Board of Trustees, David Hunt, thanked attendees for their contribution to the Phase 2 fund of £29.00 from the sale of refreshments that evening. David then made his Chairman's Report to the membership, **a full and complete copy of which is attached.** In summary, the Chairman noted that while footfall and total donations for the last financial year were down slightly on the previous year there was no reason to be disheartened because positive progress on all fronts is being made. David witnessed the award in 2018 of accreditation by the Arts Council of England, the start of the Phase 2 build with the expectation of including 'workshop tours', an art/photograph gallery and an education and meeting centre, all of which would significantly enhance the overall visitor experience. Lastly, mention was made of the significant events planned for this coming year and the need for us all to take seriously the continued guardianship of Gloucestershire's aviation heritage following the developments taking place at Brockworth, Morton Valence and Bentham.

5. **Managing Trustee/Chairman of the Management Committee.** Chris Campbell, the Managing Trustee/Museum Manager noted that he would be making his report and also the report for the Honorary Treasurer, Tony Mackinnon, who was unable to attend due illness. **A full and complete copy is attached of each report.** In summary, the Managing Trustee noted that in this the 6th year of operation the museum was now considered to be a medium size museum due an annual footfall of more than 20,000. Also, that a lot has been learned in the past year, particularly regarding the power of TV advertising with visitors numbers increasing following the focus by ITV West Country on the RAFA produced 'Cheltenham Remembers' event held in the museum during April last year. Chris Campbell mentioned also that repeat visits was a significant factor last year with the museum achieving a popularity in particular as a result of the support and goodwill given by all members and volunteers. Chris Campbell then noted that by achieving accreditation with the Art Council of England and the award of a Visit England certificate, a 5 star Trip Advisor rating and a 5 star award for the Café, we now had a clear understanding of how to go about our task as a museum. Lastly, Chris Campbell thanked all members and volunteers for their continued and invaluable support and goodwill.

Item 5 – To Receive the Hon. Treasurer's Report:

6. **Approve the Accounts:** the Managing Trustee noted that a copy of the full accounts for year ending 31 August 2018 had been made available to all members via the Jet Age website and available in hard copy on request. In addition, a hard copy Summary of the Accounts had been distributed to members to peruse at this AGM. A copy of the full accounts and the Summary of Accounts are attached. The Managing Trustee then made his report to the meeting, which followed the notes accompanying the Summary of Accounts, **a full and complete copy of which is attached.**

7. The meeting was then offered the opportunity for questions to be asked regarding the accounts or financial position of the museum; there were no questions.

8. The Chairman then moved for the approval by the membership of the GAC accounts for the year end 31 August 2018:

Proposed by Ian Pickup. **Seconded by** Mark Owen. All were in favour. **Motion carried.**

9. **Re-appoint PGT.** The Chairman then noted the need to agree the appointment of accountants to review GAC accounts. The Chairman noted that outsourcing the accounts and legal aspects of GAC financial activity was necessary to ensure compliance with Charity Commission, Companies House and HMRC submission requirements. The Hon Treasurer noted that Pitt Godden & Taylor (PGT) are currently the accountants engaged to review and compile the GAC accounts, make appropriate return and provide general support; their tender was the best by far received when first appointed and they remained so. The Treasurer, albeit absent, had previously recommended the re-engagement of PGT for the next year.

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10. The Chairman then moved for the re-appointment of PGT as the accountants for GAC for the next year.

Proposed by David Hunt. **Seconded by** Ian Pickup. All were in favour. **Motion carried.**

Item 6 – To Note and Propose Elections to the Board of Trustees and to the Jet Age Management Committee.

11. The Chairman noted the candidates for re-election as Trustees being:

- a. Tim Kershaw
- b. Chris Campbell
- c. Mick Goodband
- d. Chris Hill

12. All the above having been recommended by the Board of Trustees in accordance with the GAC Articles of Association, the candidates were duly proposed for re-election. A short note regarding each candidate had been made available to all attending members.

13. The Chairman then asked if there were any issues or questions before moving for the re-election of afore named Trustees; there were none.

14. Having all been nominated by the Board of Trustees, the Chairman then asked for a seconder for each proposed Trustee and a show of hands for the proposals to be agreed:

Tim Kershaw

- a. **Nominated** by Board of Trustees. **Seconded** by Ian Pickup. All in favour. **Motion carried.**

Chris Campbell

- b. **Nominated** by Board of Trustees. **Seconded** by Mark Owen. All in favour. **Motion carried.**

Mick Goodband

- c. **Nominated** by Board of Trustees. **Seconded** by Mike Firth. All in favour. **Motion carried.**

Chris Hill

- d. **Nominated** by Board of Trustees. **Seconded** by Ray Bunnage. All in favour. **Motion carried.**

15. The Secretary was pleased to record that all 4 Trustees had been re-elected for another 3 year term.

16. Moving on to election to the Management Committee, the Secretary explained that while election to the Management Committee was not covered by the GAC Articles of Association it was nonetheless custom and practice that elections would be carried out as in previous years by independent nomination, seconding and then election.

17. The Secretary then noted that the only candidate for re-election to the Management Committee was Tina West, as Café Manager.

18. The Secretary then asked if there were any issues or questions before moving for the re-election of the previously recorded candidate. Adrian Newman asked regarding the re-election of Paul Webb as Maintenance Manager as noted previously in AGM correspondence. The Secretary informed the meeting that Paul Webb had resigned as a GAC member and from his post as Maintenance Manager the previous week; hence he was not included in the list of candidates for re-election.

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19. Having been nominated and seconded, the Secretary asked for a show of hands for the election of Tina West as Café Manager and member of the Management Committee.

Tina West, Café Manager

Nominated by David Hunt. **Seconded** by Chris Campbell. All in favour. **Motion carried**

20. The Secretary was pleased to record that Tina West had been re-elected for another 3 year term.
21. The Secretary then noted the candidates for election to the Management Committee having been previously co-opted onto the Committee:
- a. Keith Creighton, as Publicity and Marketing Manager.
 - b. Robert Hepple, as Shop Manager.
 - c. Elaine Prior, as Membership Secretary.
22. The Secretary then asked if there were any issues or questions before moving for the re-election of the previously recorded candidates.
23. Having all been appropriately nominated and seconded, the Chairman then asked for a show of hands for the proposals to elect each person:

Keith Creighton

- a. **Nominated** by Richard Henschke. **Seconded** by Tina West. All in favour. **Motion carried**

Robert Hepple

- b. **Nominated** by Tina West. **Seconded** by Tony Sangwine. All in favour. **Motion carried**

Elaine Prior

- c. **Nominated** by Chris Hill. **Seconded** by John Prior. All in favour. **Motion carried**

24. The Secretary was pleased to record that all 3 candidates had been elected for a 3 year term.

Item 7 – To note Phase 2 Build Progress and propose a rise in GAC membership subscriptions

25. The Chairman noted that the first part of this agenda item had been covered in his annual report in Agenda Item 4 but he would be pleased to answer any questions regarding the build now or following the meeting. There were no questions at this time. The Chairman then asked the Secretary to take forward the second part of this Agenda Item. The Secretary then focussed on the proposal to raise GAC membership subscriptions thus:

- a. Single from £10.00 to £15.00.
- b. Joint from £18.00 to £25.00.
- c. Family from £23.00 to £35.00.
- d. Life from £250.00 to £375.00.

26. The Secretary explained that Trustees had concluded that to fit-out the Phase 2 shell currently under construction and to support any future extension, Jet Age requires up to £1 million. While the intension is to mount a Fund Raising Campaign with the official launch taking place as a Media/Press Day in the

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Museum on Mon 8 Apr 19, to raise this amount over a number of years, there will be a need to demonstrate to those we will be asking for grants and donations, that we are prepared as an organisation to contribute ourselves; matched funding criteria required by many grant-givers being an indication of this concept. Furthermore, the Secretary noted that the long-term economic sustainability of the museum, in what is potentially a less buoyant financial environment than in previous years, must be considered. Consequently, the Secretary proposed a rise in GAC membership subscription to demonstrate member's willingness to contribute to the overall task of raising £1 million.

27. Having the floor, the Secretary, before asking for a vote on membership subscription rises, took the opportunity to take this notion further, not with another proposal but with a suggestion and then a challenge. Firstly, the suggestion that members may wish to consider leaving a legacy to 'Gloucester Aviation Collection' Charity in their wills. This is now a very common-place thing and would be of enormous long-term benefit to the county of Gloucestershire and to society as a whole. Secondly, the challenge, that every current member over the next 12 months seeks to recruit one additional member (or more) for the museum. The Secretary opined that if every member did so, the museum's annual membership subscription (based on the new subscription amounts if accepted) would double to something in the region of £12,000.00.
28. The Secretary then moved that there be a rise in annual subscriptions (as a whole – not individually) as detailed above, with effect from 1 June 2019.

Proposed by Chris Hill. **Seconded by** Adrian Newman. All were in favour. **Motion carried.**

29. Andrew Folliard asked how the new figures for Family and Life membership had been arrived at as they did not reflect the 50% rise for Single and Joint membership? The Secretary stated that Trustees considered that rather than impose a significant 50% rise on an already high figure, a subscription that would be viewed more kindly (*by prospective members*) had been agreed.
30. Joint member Mrs Eagles asked why only one vote was allocated to a 'Joint Membership'? The Secretary stated that it had been agreed as such when the Articles of Association had been re-written to follow recommended practice and then accepted at the 2017 AGM; however, if it was felt by the membership that the voting principle should be re-viewed then Trustees would welcome a recommendation and motion to that effect at AGM 2020 for members to consider.
31. Not a question as such but Liz Jones noted in regard to the mention of members leaving a legacy to GAC in their wills, donations to GAC in lieu of flowers at a funeral is another way to benefit GAC.

Item 8 – AOB – Items referred to and agreed by the Chairman prior to the Meeting

32. There were no pre-notified items under this agenda item. Therefore, the Chairman thanked members for their attendance and closed the meeting accordingly.

Meeting closed at 1950 hrs.

Date of Next AGM: Wednesday 18 March 2020.

Draft Minutes published on 25 April 2019.

Attachments:

1. Report by Chairman of the Board of Trustees (separate document on website).
2. Report by the Managing Trustee/Museum Manager (separate document on website).
3. Full Accounts for year ending 31 August 2018 (separate document on website).
4. Summary of Accounts with notes forming the Treasurer's Report (separate document on website).