

**Draft Minutes of Humanitarian Centre Annual General Meeting
15th May 2007 at 4pm in the Humanitarian Centre**

Present:

Muzooro Bishanga (EWB-Cambridge), Gino Henry (Cambridge RedR Group), Tim Reynolds (Humanitarian Centre trustee), Steve Jones (EWB-UK), Zareen Sethna (EWB-Cambridge), Sarah Shuckworth (Sarah's School), Tariq Khokar (Aptivate), Rebecca Cork (SOS Children's Villages-UK), Caroline, (SOS Children's Villages-UK), Catherine Kemp (SSSK-Cambridge), Francesco (NECT), Esuna Dugarova (CUID), Josh Wilson (Harambee Centre), Jane Slocombe (AIESEC Cambridge), Balbir Datta (Rama Foundation), Christine (CUSU Green), Britney (CUUNA), Lucas (CUUNA), Jerry Carrbrion (Cambridge Oxfam Group), Alison Walsham (Humanitarian Centre Director), Derek Thorne (209 Radio), Penny Wilson (Office of Community Affairs, Cambridge University), Pete Burgon (EWB-Cambridge)

Apologies:

Louise Bloom (EWB-UK), Claire Bennett (Harambee Centre), Ellen Roberts (Development in Action), Tom Coresellis (ShelterCentre), Anton Vitale (ShelterCentre), Andrew Lamb (Humanitarian Centre Director), Calum Davey (QCOEF), Philippa Stroud (CUSAFE), Nim Njugana (NECT), Julius Bruch (CUID), Dom Vergine (Aptivate), David Bridges (Von Hugel Institute)

1. **Welcome, introductions and apologies.** Alison Walsham welcomed members to the meeting. Introductions and apologies were made.
2. **Brief update on legal status of Humanitarian Centre.** Alison Walsham described the formal evolution of the Humanitarian Centre, originally registered as a University Society in May 2006, registered as a company limited by guarantee since February 2007, and currently applying for charitable status. Interim directors of the company were Alison Walsham and Andrew Lamb, but five trustees had been recruited to take over the oversight and governance of the organisation from July. These were:

Walter Herriot – Managing Director, St John's Innovation Centre
Steve Jones – consultant, DFID
Anne Lonsdale – President, New Hall
Tim Reynolds – Senior Lecturer, Anglia Ruskin University
Surbhi Shah – Lawyer, Eversheds

There were an additional two trustee positions to fill, and suggestions for potential trustees with financial experience or experience within a humanitarian NGO were welcome.

3. **Proposal to amend the Humanitarian Centre constitution.** Ian Steed explained that the adoption of the Memorandum and Articles of Association as the governing document of the Humanitarian Centre made it necessary to revise the existing University Society constitution to bring it into line with the new governing document. This would limit financial and other reporting requirements to the different bodies to one time of year. The amendments were proposed by Gino Henry, seconded by Steve Jones and agreed unanimously.
4. **Approval of accounts for the current financial year.** Ian Steed explained that the Humanitarian Centre had not had a bank account until November 2005, making accounts for the year 2005 – 2006 meaningless. Accounts had therefore been prepared for the current financial year so far, August 2006 – April 2007 in order to give a better picture of Humanitarian Centre finances. The accounts showed that the Humanitarian Centre was in a reasonable financial state, and had enough working capital to finish the financial year and beyond. In addition to the Sir Halley Stewart Trust grant for the manager salary, grants had been received from the Active Community Fund (for support and training for volunteers and volunteering), the Societies Syndicate (for office equipment), and the Isaac Newton Trust (for general costs).

Alison Walsham emphasized that the Steering Group kept regular oversight of finances. In response to a question, Ian Steed explained that the Humanitarian centre was in the process of moving all its money to an account with the Cooperative Bank, and would close the HSBC account when the final cheque drawn on it had expired. The Cooperative Bank account operated on a two to sign basis.

Acceptance of the accounts was proposed by Balbir Datta and seconded by Tariq Khokar, and agreed unanimously.

5. **Any Other Business.** No further business was raised.

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