**THE 25% ME GROUP**

***(SUPPORT GROUP FOR SEVERE ME SUFFERERS)***

**ANNUAL GENERAL MEETING**

**REPORTS AND BALLOT BOOKLET**

**TO BE HELD ON 1st SEPTEMBER 2018**



|  |  |
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A g e n d a

1. **APPROVAL OF THE MINUTES OF THE AGM HELD ON 1ST SEPT 2017**

*(Refer to separate Ballot Paper Part A Item 1)*

1. **CHAIRMAN’S ANNUAL REPORT**

*(Refer to separate Chairman’s Report)*

1. **RATIFICATION OF CHAIRMAN’S REPORT**

*(Refer to separate Ballot Paper Part A Item 2)*

1. **ANNUAL ACCOUNTS & AUDIT REPORT**

*(Refer to separate Receipts & Payments Accounts & Audit Report)*

1. **RATIFICATION OF ANNUAL ACCOUNTS & AUDIT REPORT**

*(Refer to separate Ballot Paper Part A Item 3)*

1. **PROPOSED REAPPOINTMENT OF INDEPENDENT AUDITOR**

*(Refer to separate Ballot Paper Part A Item 4)*

1. **ELECTION OF MANAGEMENT COMMITTEE**

*(Refer to separate Ballot Paper Part B)*

1. **ELECTION OF OFFICE BEARERS**

*(Refer to separate Ballot Paper Part B)*

1. **PROPOSED DATE OF NEXT ANNUAL GENERAL MEETING –**

**1ST SEPTEMBER 2019**

**MINUTES OF THE 25% ME GROUP’S 14TH ANNUAL GENERAL MEETING HELD ON**

**1ST SEPTEMBER 2017 (AGM HELD BY POSTAL BALLOT)**

***(Note: a total of 11% of the entire membership voted on the election of committee members, office bearers and on all the other motions contained within the Agenda)***

**1. Minutes of the 13th Annual General Meeting held on 1st Sept 2016 were distributed to all group members 6 weeks prior to the AGM.**

**2. Ratification of Minutes of the 13th Annual General Meeting.**

Postal Ballot results received as follows: 88

Total number of completed Ballot Papers 1 returned = 88

Total number who approved the previous Minutes = 88

Total number who did not approve the previous Minutes = 0

Total number who abstained from voting on this item = 0

*The previous Minutes were therefore duly approved by a majority of votes.*

**3. Chairman’s Report was also distributed to all group members 6 weeks prior to AGM.**

**4. Ratification of Chairman’s Report (ITEM 2, BALLOT PAPER 1).**

Postal ballot results received as follows:

|  |
| --- |
| Total number of completed Ballot Papers 1 returned = 88  Total number who approved Chairman’s Report = 87  Total number who did not approve Chairman’s Report = 0  Total number who abstained from voting on this item = 1 |

*The Chairman’s Report was therefore duly approved by a majority of votes.*

**5. Annual Accounts and Audit Report was also distributed to all group members 6 weeks prior to AGM.**

**6. Ratification of Annual Accounts and Audit Report (ITEM 3, BALLOT PAPER 1)**

Postal ballot results received as follows:

|  |
| --- |
| Total number of completed Ballot Papers 1 returned = 88  Total number who approved Annual Accounts & Audit Report = 85  Total number who did not approve Annual Accounts & Audit Report = 0  Total number who abstained from voting on this item = 3 |

*The Annual Accounts and Audit Report was therefore duly approved by a majority of votes.*

**7. Proposed Re-appointment of Independent Auditor, Fiona Collie (ITEM 4, BALLOT PAPER 1)**

Postal ballot results received as follows:

|  |
| --- |
| Total number of completed Ballot Papers 1 returned = 88  Total number who approved proposed appointment of independent auditor = 87  Total number who did not approve proposed appointment of independent auditor = 0  Total number who abstained from voting on this item = 1 |

*The above proposal to re-appoint the independent auditor, Fiona Collie, was therefore duly approved by a majority of votes.*

**8. Election of Management Committee** **(BALLOT PAPER 2)**

The nominees who wished to be considered for a place on the management committee and the results of the votes contained within Ballot Paper 2 were as follows:

Total number of completed Ballot Papers 2 received as follows: 88

**(a) Ordinary or Full Member Committee Nominees (total of seven places available)**

|  |
| --- |
| John Breward was elected by a majority of votes.  Lyn Burton was elected by a majority of votes.  Tessa Green was elected by a majority of votes.  Hayley Klinger was elected by a majority of votes.  Kate Wilson was elected by a majority of votes.  Simon Lawrence was elected by a majority of votes.  Paula Leech was elected by a majority of votes.  Janis Thomson was elected by a majority of votes. |

**(b) Associate Category (total of two places available)**

|  |
| --- |
| Margaret Totten was elected by a majority of votes.  Patricia Williams was elected by a majority of votes. |

1. **Election of Office Bearers. (Ballot Paper 1)**

|  |
| --- |
| Simon Lawrence was elected as Chairperson by a majority of votes.  Paula Leech was elected as Vice-Chairperson by a majority of votes.  Janis Thomson was elected as Secretary by a majority of votes.  Margaret Totten was elected as Treasurer by a majority of votes. |

*(Note: All of the above committee members and office bearers, duly elected by a majority of votes, are elected for a period of one year, commencing from1st September 2016.)*

**11. Any Other Competent Business – no additional motions were received.**

**12. As there was no other business, the 13th Annual General Meeting was concluded and a provisional date for the next Annual General Meeting was set for 1st September 2018.**

**BALLOT PAPER**

**THE 25% ME GROUP**

***(SUPPORT GROUP FOR SEVERE ME SUFFERERS)***

**ANNUAL GENERAL MEETING**

**TO BE HELD ON 1st SEPTEMBER 2018**



**This pull-out Ballot Paper is for voting purposes on items on the Agenda**

**and committee and office bearers elections**

DUE TO THE NATURE OF OUR GROUP AND ITS MEMBERSHIP, THIS AGM IS REQUIRED TO BE CONDUCTED BY POSTAL BALLOT. IT IS THEREFORE REQUIRED THAT THE MEMBERSHIP RECEIVE AND RATIFY THE CHAIRPERSON’S ANNUAL REPORT, ANNUAL ACCOUNTS AND AUDITOR’S REPORT AND APPROVE THE PROPOSED REAPPOINTMENT OF THE AUDITOR FOR THE 25% GROUP WHICH FORMS ***PART A*** OF THIS BALLOT PAPER. WE HAVE THEREFORE ATTACHED COPIES OF THESE REPORTS ALONG WITH THIS BALLOT PAPER.

*WOULD MEMBERS ALSO PLEASE NOTE THAT COPIES OF OUR COMMITTEE NOMINEES BOOKLET IS ALSO AVAILABLE UPON REQUEST FROM THE OFFICE IF YOU WOULD LIKE TO VIEW SOME BRIEF BACKGROUND INFORMATION ABOUT EACH OF OUR NOMINEES.*

WOULD YOU PLEASE READ THE ENCLOSED REPORTS THOROUGHLY AND THEN VOTE BELOW IN THE RELEVANT BOXES ON THE QUESTION OF ENDORSEMENT OF SAID REPORTS BY PLACING A CROSS 🗷 IN THE “YES” OR “NO” BOXES IN EACH CATEGORY. THE SAME PROCEDURE APPLIES IN RELATION TO ABSTENTIONS.

**PART A (VOTING – AGENDA ITEMS 1-4)**

**ITEM 1**

I APPROVE THE MINUTES OF THE 25% ME GROUP’S 13TH AGM HELD ON 1st SEP 2017

**🞎 YES** **🞎 NO**

**ITEM 2**

I APPROVE THE CHAIRMAN’S ANNUAL REPORT **🞎 YES** **🞎 NO**

**ITEM 3**

I APPROVE THE ANNUAL ACCOUNTS & AUDIT REPORT **🞎 YES** **🞎 NO**

**ITEM 4**

IT IS PROPOSED TO RE-APPOINT THIS YEAR’S INDEPENDENT AUDITOR, FIONA COLLIE,

TO AUDIT ON BEHALF OF THE GROUP FOR THE FOLLOWING YEAR'S AUDIT.

**I APPROVE THIS PROPOSAL. 🞎 YES** **🞎 NO**

**PART B (ELECTION OF THE MANAGEMENT COMMITTEE & OFFICE BEARERS)**

AS WE HAVE RECEIVED NOMINATIONS FROM TEN (10) MEMBERS FOR THE TEN (10) COMMITTEE PLACES ON THE 25% ME GROUP’S MANAGEMENT COMMITTEE, NO ‘RUN OFF’ BALLOT PAPER BETWEEN CANDIDATES IS REQUIRED. THIS IS BECAUSE THERE ARE THE SAME NUMBER OF PLACES ON THE COMMITTEE AS WE HAVE NOMINATED CANDIDATES TO FILL THEM. HOWEVER, WE WOULD LIKE YOU TO CONFIRM WHETHER YOU ACCEPT THESE INDIVIDUALS AS YOUR COMMITTEE MEMBERS BY WAY OF A CONFIRMATION IN THE BALLOT BELOW.

**ANY CANDIDATE RECEIVING MORE ‘YES’ VOTES, THAN ‘NO’ VOTES, WILL BE ELECTED FOR A PERIOD OF ONE YEAR COMMENCING FROM 1st SEPTEMBER 2018, AND WILL RUN UNTIL THE NEXT AGM.**

THE FOLLOWING SECTIONS CONTAIN TWO (2) CATEGORIES COMPRISING THE CANDIDATE NAMES WHICH ARE IN ALPHABETICAL ORDER WITHIN EACH SECTION.

1. ORDINARY OR FULL MEMBERS
2. ASSOCIATE MEMBERS

**1. ORDINARY OR FULL MEMBER CATEGORY**

THERE ARE EIGHT (8) PLACES AVAILABLE FOR ORDINARY (FULL) MEMBERS TO STAND FOR ELECTION FOR MANAGEMENT COMMITTEE PLACES IN THIS SECTION.

YOU HAVE EIGHT (8) VOTES IN THIS SECTION. PLEASE VOTE BY PLACING A CROSS 🗷 IN THE “YES” OR “NO” BOX FOR EACH CANDIDATE. IF YOU CHOOSE NOT TO VOTE FOR A PARTICULAR CANDIDATE, THIS AUTOMATICALLY COUNTS AS AN ABSTENTION

(I.E. NON-VOTE.)

**JOHN BREWARD 🞎 YES 🞎 NO**

**LYN BURTON 🞎 YES 🞎 NO**

**TESSA GREEN 🞎 YES 🞎 NO**

**HAYLEY KLINGER 🞎 YES 🞎 NO**

**SIMON LAWRENCE 🞎 YES 🞎 NO**

**PAULA LEECH 🞎 YES 🞎 NO**

**JANIS THOMSON 🞎 YES 🞎 NO**

**KATE WILSON 🞎 YES 🞎 NO**

**2. ASSOCIATE CATEGORY**

THERE ARE TWO (2) PLACES AVAILABLE FOR PEOPLE TO STAND ON THE COMMITTEE IN THIS SECTION.

YOU HAVE TWO (2) VOTES IN THIS SECTION. PLEASE VOTE BY PLACING A CROSS 🗷 IN THE “YES” OR “NO” BOXES FOR EACH CANDIDATE. IF YOU CHOOSE NOT TO VOTE FOR A PARTICULAR CANDIDATE, THIS AUTOMATICALLY COUNTS AS AN ABSTENTION (I.E. NON-VOTE.)

**MARGARET TOTTEN** **🞎 YES** **🞎 NO**

**PATRICIA WILLIAMS 🞎 YES 🞎 NO**

**OFFICE BEARER NOMINATIONS FROM COMMITTEE NOMINEES:**

IN ADDITION TO THE ELECTION OF MANAGEMENT COMMITTEE, WE NEED TO ELECT FOUR (4) OFFICE BEARERS FROM WITHIN THE RANKS OF OUR COMMITTEE MEMBERS, AS PER THE RULES OF OUR GROUP’S CONSTITUTION.

THE FOLLOWING NOMINEES HAVE ALSO EXPRESSED AN INTEREST IN BEING CONSIDERED FOR THE VARIOUS POSITIONS OF THE FOUR (4) OFFICE BEARERS. WE WOULD LIKE YOU TO CONFIRM WHETHER YOU ACCEPT THESE INDIVIDUALS AS YOUR OFFICE BEARERS BY WAY OF A CONFIRMATION BALLOT BELOW.

YOU HAVE FOUR (4) VOTES IN THIS SECTION. PLEASE VOTE BY PLACING A CROSS 🗷 IN THE “YES” OR “NO” BOXES FOR EACH CANDIDATE. IF YOU CHOOSE NOT TO VOTE FOR A PARTICULAR CANDIDATE, THIS AUTOMATICALLY COUNTS AS AN ABSTENTION (I.E. NON-VOTE.)

**SIMON LAWRENCE 🞎 YES 🞎 NO CHAIRPERSON**

**PAULA LEECH 🞎 YES 🞎 NO VICE-CHAIRPERSON**

**JANIS THOMSON 🞎 YES 🞎 NO SECRETARY**

**MARGARET TOTTEN** **🞎 YES** **🞎 NO TREASURER**

**MANY THANKS FOR YOUR CO-OPERATION IN**

**THIS VOTING PROCESS.**

***Once you have voted, please pull out this Ballot Paper and return to:***

***25% ME Group, 21 Church Street, Troon, Ayrshire, KA10 6HT***

***(no later than 31st August 2018)***

**CHAIRPERSON’S REPORT**

**GROUP DEVELOPMENTS**

**Advocacy** The Group’s Advocacy service is in high demand particularly in view of the introduction of Personal Independence Payment to replace Disability Living Allowance and the continuing pressures on home care. This has proved to be a well utilised service and we are very pleased to be able to offer this exclusive service to our members. Our present advocacy worker has now been delivering the service for seven years and although she is taking a break for a while, we have taken on another full time worker and increased the hours of the part time advocacy assistant. As well as an advocacy workers we are pleased to have the services of several advocacy volunteers.

**Severe M.E. Day** We continue to promote and raise awareness of the severely affected through marking *‘Severe M.E.: A Day for Understanding & Remembrance’* on the 8th August of each year.

**Contributions to Forward-ME** Throughout the last year we have sent a representative to Forward-ME Group convened by the Countess of Mar, where we seek to ensure that the voice of severely affected M.E. patients is heard on a range of topics. We have played an active part in the work of these groups, including contributing to the Forward-ME response to a proposal submitted to the World Health Organisation concerning the placement of M.E. in the forthcoming International Classification of Diseases 11.

**NICE** has announced that it is to carry out a full review of the guideline for ME/CFS, effectively overturning previous expert advice not to update it.

 ‘We will plan a full update with a modified scope of the guideline on chronic fatigue syndrome/myalgic encephalomyelitis (or encephalopathy)’ NICE says.

We propose, along with other ME charities to be fully engaged with this review, which is expected to report in 2020.

**PIP Questionnaire Feedback Forms**

Many thanks to all who completed the questionnaire about Personal Independence Payment (PIP), that was included in last year’s ME Awareness Week mailing. We are aware that the PIP transfer process is picking up pace, and many of our members have already claimed PIP - or are in the process of transferring.

**Other Developments**

New Office System & Changes to Member Services. May 2018 sees new General Data Protection Regulation (GDPR) legislation come into effect. It affects how organisations store and use personal data and we are no exception. We are therefore taking the necessary steps to ensure our full compliance. This means some changes to staff e-contact details and a need to refresh on databases used for various member services.

We have also made changes to our office systems and computer network to comply with the new legislation and help protect your personal information.

**FUNDING & FUNDRAISING**

**Costs** Expenditure for the charity comprises salaries (advocacy worker and group administrator), rent for the Troon office and general running costs, amounting to an average of almost £1000 per week throughout the last year.

**Funding** We continue to rely on member subscriptions and voluntary donations for the bulk of our funding, together with funding appeals to various Trusts and charities around the UK that provide us with small amounts of income. We receive no grant funding from any source. Legacies are an important source of funds and we were fortunate enough to have a large donation that was left to us via a member remembering us in their Will in the financial year 2015-16 - this continues to help our charity to provide services for members.

**Fundraising** We continue to look at new ways to raise funds to support front line services. Most recently, the *‘Small Change for Severe M.E.’* campaign was launched and we are pleased to report this initiative is going strong. We have reached our target amount of £12,000. The objective was to raise sufficient funds to cover the cost of employing a second advocacy worker, on a part time basis, but we improved on this and have employed one on a full time basis Special thanks go to all Group Members who have organised and supported this initiative as well as those who have donated funds and participated in numerous other fundraising events and activities, including the ‘*Silence Challenge for Severe ME’* and the facebook group.*‘Going Blue for ME Awareness’* as well as providing beautiful greeting cards for sale.

**FUTURE PLANS**

Meanwhile fundraising continues - the more we can raise the more continuing tenure can be offered to our staff, including advocacy.

To update and upgrade the website to include form filling and other interactive online applications that will enable new pwople to join the charity or aid present members in renewing or updating their details

**Finance & Audit Reports**





