



AGM Minutes

Location	Virtually via Zoom due to Covid-19 restrictions
Date	Wednesday 24 th February 2021
Time	19:30
Trustees	Aimee Conroy, Ryan Conroy, Sally Green, Steve Green, Debbie Conroy, Sam Bruty, Alex Mitchell
Attendees	Charlotte & Jonathan Pidgeon, Edward Willshire, Nikki Hough, Lee Conroy, Ben Conroy, Jack & Charlotte Conroy, Debbie & Mal Sharpe, Kate & Paul Vincent
Apologies	N/A

INTRODUCTION:

- The Chair (Aimee Conroy) thanked everyone for attending and outlined the formalities for the meeting
- Aimee Conroy introduced the Board of Trustees and expanded on their individual roles, responsibilities and how they support the infrastructure of the charity as a whole

CHAIR'S ANNUAL REPORT: (JULY 2019 - JULY 2020)

- Please refer to the Chair's Annual Report
- The Chair (Aimee Conroy) delivered a very detailed PowerPoint presentation of this annual report which included the following topics:
 - The aims and objectives of Luna's Fund
 - An insight into the services on offer, including uptake and referral figures
 - A detailed overview of the first operating period activities covered by the Trustees' Annual Report

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- New activities since the report including pipeline projects and plans for the near future
- The long term goals and vision for the charity
- AC shared a heartfelt thanks to all supporters, Trustees', Co-Founder Ryan and Luna herself

TREASURER ANNUAL REPORT: (MARCH 2018 - JULY 2020)

- Please refer to the Treasurers' Annual Report
- The Treasurer (Steve Green) outlined the accounts in 3 areas; Legalities, Operational Analysis and Non-financial benefits
- Steve Green confirmed that the charity have met their legal obligation by submitting their accounts to the Charity Commission in good time
- Steve Green analysed the cashflow with a visual representation of the accounting period showing the funds in vs. the funds out
- Steve Green showed the difference of income in vs. income out for fundraising events explaining that he can advise the trustees on future event planning by seeing which activities raise the most net profit
- Steve Green explained that he has grouped regular business donors so he can track their donations to recognise their generosity efficiently
- Steve Green analysed the financial aspect of marketing and explained how the expenditure for this is greater than the income but the awareness and non financial gain heavily outweighs the cost of this along with the fact that the donations for the specific event tends to cover these costs
- SG finished his report by raising the non-financial benefits the charity has. This includes; the benefit to the community and to the public, the benefit of self growth through personal challenges and opportunities; through mental health and wellbeing; forming friendships and connecting with others in solidarity.

AUDITOR: (July 2019 - JULY 2020)

- The accounts have been audited by Graham Roberts at Blackwell Bate Chartered Accountants & Tax Advisers Ltd, 122 Fore Street, Saltash, Cornwall, PL12 6JW and are published with [The Charity Commission](#).
- The Chair and Treasurer both thanked Graham for his guidance, knowledge and expertise in order to sufficiently complete the first year accounts with confidence

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Q&A/Feedback:

- The Chair (Aimee Conroy) offered the opportunity at the end of the meeting for questions
- Kate Vincent informed Aimee Conroy that unfortunately there wasn't a Luna candle information box included within her 'bereavement advice package' provided by the maternity ward. She explained that she had only received our Luna teddy bear from when she experienced her baby loss in August 2020 as they benefitted from one of the charity's services through a relaxing getaway. Aimee Conroy informed Kate Vincent that she would look into this further with the point of contact at Derriford as this was disheartening. Kate Vincent and Aimee Conroy will talk in more detail to ascertain the facts before approaching Derriford.
- Kate Vincent also suggested for a link between fellow local charity Pregnancy Crisis Care and Luna's Fund regarding referrals for baby loss services and for the Story Raine Project. Aimee Conroy thought this was a great idea to help with referrals. Kate Vincent is to email Aimee Conroy with information for a point of contact.
- Kate and Paul Vincent both shared their heartfelt thanks for the support the charity has given them since the loss of their daughter Ayla in August 2020 and for their relaxing getaway which they were both so grateful for. It was emotional and inspirational for all to see first handedly how a family have benefitted from the charity's support.
- Ed Willshire suggested that funds could be specifically raised towards Luna's Lodge and categorised as restricted income within the accounts for the future. The Trustees all agreed with Ed Willshire as this is the accounting plan for the future to ensure that funds are specifically raised for this goal.
- Ed Willshire also enquired whether the charity could generate more funds by selling our branded products in the onsite hospital shop at Derriford. Trustee Sam Bruty will investigate this.
- Jonathan Pidgen proposed that Luna's Lodge should be able to generate its own income once purchased in order to help with maintenance costs etc.. The Chair (Aimee Conroy) agreed with this. Treasurer SG will look into this closer to the time of purchase regarding the legality and legislation.
- Nikki Hough enquired about purchasing Luna's Fund clothing for himself and his family. Aimee Conroy asked Nikki Hough to send the requirements over to be processed.
- Debbie Sharpe expressed that she was really pleased to see what the charity has in the pipeline for upcoming projects as Dad's and Grandparents are often forgotten.

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- Trustee Alex Mitchell thanked the Chair (Aimee Conroy) on behalf of the Board of Trustees for her hard work and dedication.

Minutes:

- The Chair (Aimee Conroy) explained that the Secretary (Sally Green) would type up the minutes and they will be distributed in due course along with both reports.
- The Chair (Aimee Conroy) stated that the next AGM Meeting will be held in February 2022. The date/time/venue is TBC depending on the current climate. Details of the next meeting will be published publicly via the website and social media channels to advertise it closer to the time.
- There being nothing else to discuss, the meeting closed at approximately 20:30.