

Minutes of the 43rd Annual General Meeting of the Knitting and Crochet Guild (“the Guild”) held on Saturday 11th September 2021 at 11:00 by Zoom (online)

Attendees (not exhaustive): Janet Collins (Chair), Dianne Chan, Clare Griffel, Alison Peck, Natalie Tidy, Tina East, Steve Foreman, Anne Howers, Desiree Jeans, Amalia Liguori, Catherine Scott, Suzan Turner.

Apologies (not exhaustive): None named.

1) Welcome and Apologies

Janet Collins (Chair) welcomed everybody to the 43rd Annual General Meeting of the Knitting and Crochet Guild. She reminded everybody this is being recorded and will be published for members to watch following the meeting.

Janet went on to thank all the volunteers, Board members, office bearers and members of the Guild for their contribution to the Guild, its publications, the Collection and the branches over the past year.

Janet noted that over the past year the Guild had held online branch meetings to support its aims and Guild members. The AGM was attended by 103 Guild members, with several apologies being noted pre-meeting.

Janet went on to further note that the Guild had 1150 members who were entitled to vote. Of those, 301 registered their votes prior to the AGM proceedings, which represented 26% of the Guild membership.

2) Minutes of the 42nd Annual General Meeting (AGM) held on 12 September 2020

Janet noted the minutes of the last Annual General Meeting held on the 12th September 2020 were approved after being approved by 271 members with 30 abstaining.

3) Annual Report and Accounts 2020-21

Janet discussed the report (previously distributed – see appendix) and stated that 280 members had voted to approve the report and accounts, with 21 abstaining.

Suzan Turner (Treasurer)

Suzan highlighted (during her presentation) the dip in both income and expenditure due to changes in Guild operations (for example, Convention taking place online, changes in expenses and branch structures, and events crossing the financial recording periods). The further breakdown of expenses noted that the production of Guild publications and Britannia Mills lease were the highest outlay for the Guild. She reported that the Guild was in financial good health; however, its main income remained from membership subscriptions, and all Guild operations remained under review as we consider revenue streams / income.

4) Directors who will be leaving the Board this year

Janet noted that several Directors had left or were leaving the Board and gave a vote of thanks to Natalie Schoon, Libby Hood, Fiona Mannifield and Susannah Matthews for their contribution to the Guild during 2021.

Alison also noted the contribution of those leaving the Board during 2021, which included Janet Collins who supported the merger with the Guild of Machine Knitters, new members to the Guild, and the publication of a new magazine for machine knitters. Alison particularly highlighted the advice and support Janet gave to Board members, which had been invaluable to many. We will miss her continuing assistance.

5) Results of the Directors and Office Bearer (Chair, Vice Chair, Treasurer, Secretary) appointments

Janet noted the results from the AGM vote (as highlighted in the presentation) under Article E30(3)* of the Articles of Association whereby Tina East, Catherine Scott, Natalie Tidy Anne Howers and Amalia Liguori were elected at this meeting. (Tina, Catherine and Natalie had been working as co-opted members prior to the AGM.)

Janet further noted that Dianne Chan (Chair), Clare Griffel (Vice-Chair), Alison Peck (Treasurer), Natalie Tidy (Secretary) were elected as Office Bearers in line with the Articles of Association.

6) Board reports for 2020-21

The individual reports were pre-recorded, and are summarised below. The full recording is available to members.

Membership and Branch Update

Catherine highlighted Guild membership from April 2019 to June 2021 showing the impact of the merger with the Guild of Machine Knitters. She explained that the numbers prior to July 2020 were based on the old membership management system, and that the introduction of the new membership management system (Sheep) with the associated data cleansing project, had an impact. In addition, some members of the Guild of Machine Knitters chose not to continue as members of the Knitting & Crochet Guild. The Guild maintained a membership of approximately 1,200 members.

There were 51 branches operating within the Guild, which collaboratively supported each other via online branch coordinators meetings and newsletters.

Catherine went on to note the impact of Gift Aid and its contribution and encouraged all members who were able to do so to sign up to this to better support the Guild.

Catherine gave an update to the "200 Club" (to be known as the Knitting & Crochet Guild Lottery), which usually received increased support during the in-person Convention that was not possible during the pandemic.

Many thanks were given to Judy Jones, who had run the 200 Club for many years.

Information Technology Update

Steve Foreman (Director with responsibility for IT) noted the increase in IT use during 2020-2021 because of the Covid pandemic. This included implementation of a new membership system, introduction of Guild online events and videos to support the members. The number of visitors to the Guild website had increased. These visitors were mainly from the UK, and accessed the website from a desktop or a mobile rather than from a tablet.

Old digital copies of *Slipknot* have been added to the website for members to download, and work has started on digitising those issues that are not available in digital form. Work had started on digitising the Collection for an online catalogue.

Steve remarked on the new membership management system (Sheep), which better supported the Guild volunteers and gave a better customer service.

Steve stated that the technology supporting our website was becoming unsustainable, so work was underway to replace this in the near future.

Steve concluded by advising that several projects were underway, which would support the guild with a more agile and flexible system.

Collection Team

Maureen Wheeler (Collection Team) commented on the activities of the Collection Team, including its operation at Britannia Mills and the different ways of working (including continued cataloguing during the pandemic). She commented on the wide range of items which comprise the Collection.

Maureen described the work done by volunteers, who have been involved in accessioning/de-accessioning items that had been received as donations for inclusion in the Collection. People have also been checking inventory and uploading images and other details to social media.

Meetings have taken place online. She highlighted the activities and events which the Collection Team had attended. The team are working on the items of the Coats Collection for online cataloguing, as a pilot for the general digitisation of the Collection.

Maureen highlighted the 5-year plan to support the Collection ranging from IT and storage to volunteer recruitment, donations and acquisitions.

Publications

Clare Griffel (Vice-Chair and Publications) thanked all those who had contributed, organised or aided publication of *Slipknot* and *Across the Needlebed*, which had supported members during the pandemic. Special thanks were due to the editors of *Slipknot*, Elspeth May and Denise Cripps. Clare encouraged all members to submit articles.

Marketing, publicity and communications

Desiree Jeans (Marketing, publicity and communications) noted the increase in communications. In particular, she highlighted the emailed newsletter published between editions of *Slipknot*, the introduction of a series of 'welcome' emails to help new members get maximum benefit from their memberships, and the other communication (including marketing) undertaken via social media. Desiree highlighted a range of successes, which included the "12 days of Christmas" series of emails.

As covered later in the meeting, future projects include a rebranding exercise, and a review of communication with branches.

7) Future of the Guild

Dianne noted the presentation (see appendix) and spoke of the Guild's plan to hold an in-person Convention in 2022. We would be meeting more as Covid restrictions lifted. There

would be Open Days at Britannia Mill with trunk shows available for branches. The Board want to increase membership and branch numbers. To come: There will be new branding and new Articles of Association. Dianne asked for a suitably qualified member to come forward to draft the new Articles of Association.

8) Questions and any other business

Janet noted that questions raised before the meeting had been addressed. Janet then went through questions that had been raised during the meeting.

- There was a request that the video includes a transcript or sub-titles. This was being investigated.
- Alison requested that members who shop on Amazon do so via the Smile link (smile.amazon.co.uk) and select the Guild as their supported charity. This would be highlighted on the Guild website.
- There was interest in knowing how to set up a new branch. This would be covered on the website.
- A request to have a hybrid / recorded future AGM would be considered by the Board. Janet added that the Board would continue to investigate hybrid AGMs and, if possible, they would be included in our Articles of Association.
- Janet noted the interest in improving diversity of the Guild. Dianne added that this would continue to be an aim of the Board.
- Dianne advised that Convention 2022 was likely to be in September, but details would be confirmed and circulated to members.
- Someone asked whether the Convention would be in Leeds or another location. Dianne said that Leeds was being considered. Janet outlined the many factors to consider, including accessibility, location, facilities, cost and available local volunteers. This would be discussed by the Board.
- There was a query about changes to Articles of Association. Dianne confirmed that the articles would be in the new modern form and address would address matters such as directors' tenure, classes of membership, a process for increase of subscriptions and the power to have hybrid meetings.
- There was a request for a "signer" (British Sign Language) at future AGMs. Janet asked for a volunteer from our membership to come forward.

9) Close of AGM

Janet formally closed the meeting at 12.07pm and thanked all attendees for participating.

Appendix

Summarised Statement of Financial Activities for the year ended 31 March 2021

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Unrestricted £	2020 Restricted £	2020 Total £
Income from:						
Donations	54,873	-	54,873	40,988	-	40,988
Charitable activities	659	-	659	36,383	-	36,383
Other trading activities	810	-	810	1,360	-	1,360
Other	253	-	253	500	-	500
Total income	<u>56,595</u>	<u>-</u>	<u>56,595</u>	<u>79,231</u>	<u>-</u>	<u>79,231</u>
Expenditure on:						
Raising funds	650	-	650	750	-	750
Charitable activities	33,428	4,745	38,173	68,911	4,539	73,450
Total expenditure	<u>34,078</u>	<u>4,745</u>	<u>38,823</u>	<u>69,661</u>	<u>4,539</u>	<u>74,200</u>
Net income and expenditure for the year and net movement in funds	22,517	(4,745)	17,772	9,570	(4,539)	5,031
Transfers between funds	<u>(199)</u>	<u>199</u>	<u>-</u>	<u>908</u>	<u>(908)</u>	<u>-</u>
Net movement in funds	22,318	(4,546)	17,772	10,478	(5,447)	5,031
Reconciliation of funds						
Total funds brought forward	<u>82,568</u>	<u>4,546</u>	<u>87,114</u>	<u>72,090</u>	<u>9,993</u>	<u>82,083</u>
Total funds carried forward	<u>104,886</u>	<u>-</u>	<u>104,886</u>	<u>82,568</u>	<u>4,546</u>	<u>87,114</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derives from continuing activities.

Balance sheet as at 31 March 2021

	2021	2020
	£	£
Fixed assets		
Intangible assets	2,112	856
Tangible assets	7,555	10,060
Heritage assets	<u>13,584</u>	<u>13,584</u>
Total fixed assets	23,251	24,500
Current assets		
Debtors & Prepayments	28,136	7,801
Cash at bank and in hand	<u>58,720</u>	<u>65,606</u>
Total current assets	86,856	73,407
Liabilities		
Creditors: amounts falling due within one year	<u>5,221</u>	<u>10,793</u>
Net current assets	<u>81,635</u>	<u>62,614</u>
Total assets less current liabilities	<u><u>104,886</u></u>	<u><u>87,114</u></u>
The funds of the charity:		
Unrestricted funds	104,886	82,568
Restricted funds	<u>-</u>	<u>4,546</u>
	<u><u>104,886</u></u>	<u><u>87,114</u></u>