

Meeting Title	We Remember Submariners Annual General Meeting	
Meeting No.	2/21	
Date	06/03/2021	

AGENDA

Item No	Description	Action
1	Introduction and Oath of Remembrance	Ian Atkinson & John Bradbury
2	Apologies	Ian Atkinson
3	Acceptance of the last AGM minutes	
4	Chairman's Address	Ian Atkinson
5	Treasurers Report and Audit	Nigel Mellor
6	IT Managers Report	Rob Carr
7	Shop Report	Terri Mellor
8	Crossing the Bar Manager Report	Pam Durrant
9	Membership Secretary's Report	John Ireland
9	Election of Officials	Ian Atkinson
10	Submarine Family Proposal	Cdre Jim Perks
11	Any Other Business	
12		
Distribution John Bradbury Gill Molyneux Ian Atkinson David Smith Nigel Mellor James Dickaty Michael Dewhirst Graham Bishop WO1 Steve Thorpe CPO Paul Foran L/S Andrew Whyte All attending members		Post / Role Founder Patron Chairman Vice Chairman Trustee/Treasurer Trustee Trustee Trustee Trustee Trustee

Minutes		
Item	Description	Action No.
1	<p>Introduction and Oath of Remembrance - Ian Atkinson & John Bradbury</p> <p>Ian Atkinson opened the meeting and ran through the procedures of then meeting.</p> <p>Chairman John Bradbury delivered the Oath of Remembrance.</p>	
2	<p>Apologies - Ian Atkinson</p> <p>Apologies sent by Secretary Tony Marriott, who was engaged elsewhere.</p>	
3	<p>Acceptance of the last AGM minutes - Ian Atkinson</p> <ul style="list-style-type: none"> • Last AGM was on Saturday February 8th 2020, minutes were distributed by Ian Atkinson. • John Bradbury proposed and Paul Foran seconded the minutes of the meeting. 	
4	<p>Chairman's Address - Ian Atkinson</p> <ul style="list-style-type: none"> • WRS has continued to grow, despite impact of COVID-19. • The Chairman wished to thank the management and trustee teams for their help during the year. • One trustee stepped down during the year due to personal reasons. • Nigel Mellor has agreed to continue in his trustee role. • The following trustees have agreed to step down after several years of service: <ul style="list-style-type: none"> ○ James Dickaty ○ Steve Thorpe ○ Andrew Whyte • WRS has three sources of income: <ul style="list-style-type: none"> ○ Membership ○ Annual pin sales ○ Merchandise • Terri Mellor intends to step down as Shop Manager in June but will continue to support WRS. The chairman thanked her for her service. 	

	<ul style="list-style-type: none"> • WRS has recruited a number of volunteers over the year: <ul style="list-style-type: none"> ○ Rob Carr as IT Manager. ○ Pamela Durant as CTB Manager ○ John Ireland as Membership Manager ○ Tony Marriott as Secretary. • The families of the Suan Juan received their share of the £31,000 that WRS helped to raise. Thanks was given to all those involved. • WRS donated to the following: <ul style="list-style-type: none"> ○ Submariner Memorial Fund Appeal. ○ HMS Neptune Field Gun Team ○ Leading Chef Wes McGuinness Powerlifting ambition ○ Engineering Technician Ben Naughton of HMS Vigilant to aid recovery after a stroke. ○ Sea Cadets Annual Bursary from the Keith Bishop Fund ○ Purchase and remounting of medals before return to their original owner. ○ Feasibility study of the Cold War Museum. • WRS submitted the independent examiners reports and trustees report to the Charities Commission (May 2019-June 2020). • Ian Atkinson has mentored a team of Babcock Graduates as part of a project management competition who are rewriting the processes, risk process, 5-year plan and organisational chart for WRS. • WRS are in discussion with the Royal Navy and other Submariner charities to join a partnership called 'The Submarine Family'. 	
5	<p>Treasurers Report and Audit - Nigel Mellor</p> <ul style="list-style-type: none"> • Two annual assessments submitted to the Charities Commission this year. • One report was late, another was early. • These can be found on the Charities Commission website. • Current bank balance is £102,887.14. • Not been able to spend that much due to COVID. • £40,000 in shop and pin sales. • No questions were raised. 	
6	<p>IT Managers Report - Rob Carr</p> <ul style="list-style-type: none"> • Rob Carr manages all IT services, including the website. • Five current online services: <ul style="list-style-type: none"> ○ About WRS, Newsletter, Shop, Membership, and Donations. 	

	<ul style="list-style-type: none"> • Newsletter is available on the website as a PDF but has accessibility issues. • Most popular part of the website is the shop. • Most issues are with the membership. There is a bug that deletes personal information when people renew. There is no cure but a possible solution. • Few people are getting multiple reminder emails, rather than just one. • Donations page works well but needs redesigning. • Rob Carr outlined the key visitor statistics for the WRS website • One possible solution to the membership bug is to move the website from Joomla to Drupal. • This would be accessible for other members of WRS. • Drupal can be easily implemented into other systems. • No firm timescale for implementation due to amount of work that is required. • The new website will have a considerable number of new features but will take time for it to be completed. • John Ireland highlighted that membership has been problematic due to issues with the website. Currently having to download information onto Excel. • No other questions were raised. 	
7	<p>Shop Report - Terri Mellor</p> <ul style="list-style-type: none"> • Shopping habits have been changed by COVID but has been profitable overall. • TM to send shop data to Treasurer to be included in the minutes? • New purchases include: <ul style="list-style-type: none"> ○ Face coverings (900 sold) ○ Hand sanitizers (50 sold) ○ Water bottled (25 sold) ○ Firepits (38 sold) • Total revenue from the shop is £33,158.74. • Jan-March was quiet. September onwards was busy. • Held a sale in November which was successful, especially for clothing stock. <p>Outstations:</p> <ul style="list-style-type: none"> • Terri thanked to all those involved in selling pins through outstations. 	

	<ul style="list-style-type: none"> • Wayne Burberry had and sold 800 pins. • Andrew Whyte had and sold 500 pins. • Nigel Thornber, Steve Thorpe, Chris Field, Mick Dewhirst and Peter Fisher all had to return pins. • This is mainly due to people working from home, meaning a loss of footfall. • Cannot give an accurate number of pins that have been sold this year due to issues with damage, duplication, and other issues. • However, in 2020, 8,000 pins were purchased, 1,211 are left in stock. • 2019: 8,000 pins purchased, 173 left = 7,827 sold. • 2018: 7,500 pins purchased, 9 in stock = 7,491 sold. • 2017: 7,000 pins purchased, 1,404 = 5,896 sold. • No figures for 2012-2016. • John Ireland mentioned he had 800 pins left over, meaning the 2020 number is higher. Roughly 2,000 pins are remaining for 2020. • Terri mentioned that we need to consider how we can change the quantity of pins we order each year. The current plan is to purchase 4,000 at the start of the year and 4,000 later on if necessary. • John Bradbury has sent the figures of pins sold from 2012 to 2016 to Ian Atkinson and can send this to Terri • No other questions were raised. 	
8	<p>Crossing the Bar Manager Report - Pam Durrant</p> <ul style="list-style-type: none"> • Now have a small team to allocate CTB in that area. This is an improvement on previous years. • Pamela Durrant identified that new CTB are sourced from multiple areas, such as announcements. • Biggest challenge is to get the contact information for Next of Kin, this could be some detective work and often has time pressures. • 2020 had 178 CTB notifications: <ul style="list-style-type: none"> ○ 9 qualified for gold poppies. ○ 17 notifications from overseas. ○ 10 came from Submarine Association Annual Review. We did not know about these, so no action was taken. ○ 91 wreathes have been posted and 4 donations given. ○ Data may not be accurate as data was not available when Pam took over. 	

	<ul style="list-style-type: none"> • 2021: <ul style="list-style-type: none"> ○ 24 notifications have been received. ○ Pam sends her thanks to all area coordinators for their work. • Ian Atkinson highlights we have had our first gold poppy for 2021. • No questions were raised. 	
9	<p>Membership Secretary's Report - John Ireland</p> <ul style="list-style-type: none"> • Since the last AGM, 1134 processed subscriptions. • 1124 current active subscriptions. • 961 are submariners or veterans. • 162 are non-submariners. • 113 expired subscriptions, 85 of these are submariners or veterans. • There is a system of reminding people that their subscription is due to expire, though number of emails sent differs between people. • Number of memberships processed in 2021 has grown when compared to same date last year. • Total income from membership is £18,610 since the start, £17,600 since the 2020 AGM. • Currently have 705 pre-paid memberships for multiple years. • John Ireland ran through some interesting facts of members. • We have the ability to sell up to 8,000 pins, but we only have 1124 active members, why aren't the other 6,000 other pin holders not a member of WRS? • Ian Atkinson raised a question regarding the correct age of junior members, John Ireland sends an email asking people to confirm their correct details. • No other questions were raised. 	
10	<p>Election of Officials - Ian Atkinson</p> <ul style="list-style-type: none"> • Four trustees are stepping down this year: <ul style="list-style-type: none"> ○ Steve Thorpe ○ Andrew Whyte ○ James Dickaty ○ David Wayne • Thanks was given to these trustees by the Chairman. • Nigel Mellor has elected to stand again and this has been approved. 	

	<ul style="list-style-type: none"> • A poll was raised to elect four new trustees and had five people apply for a role. • The following people have been successfully elected as trustees: <ul style="list-style-type: none"> ○ Nick Miller ○ Lt Cdr Rob Richards ○ Leigh Dodds ○ Lt Rockey McGovern. • John Ireland raised thanks for the fifth member who was unsuccessful. They will be invited to apply again next year, • The winning candidates will be contacted by the chairman shortly. 	
11	<p>Submarine Family Proposal - Cdre Jim Perks</p> <ul style="list-style-type: none"> • Jim Perks congratulates WRS on their recent success as a charity. • Jim Perks believed that an organisation is needed with the aim of informing submariners and their families of the groups and support that is available to them. • This would be known as the Submarine Family, which will be an umbrella organisation. This will have a website for all member organisations. There is nothing in the proposal that will change the organisation or processes of WRS. • The Submarine Family would ask current serving submariners to donate a monthly amount (eg £10 pm), which will go to organisations, including WRS. This would give submariners automatic membership to WRS and other participating organisations. • The Submarine Family will also provide information and newsletters for the member groups. • Currently looking into how a charity can move money from one charity to another. • Non-serving members would have a lower fee, (eg £4 pm) that would also entitle them to automatic membership to WRS. • John Bradbury raised the fact that this was the eventual aim of WRS in ensuring there is extra support for submariners and their families. • Mick Dewhirst highlighted that WRS will continue to operate as normal. However, the additional support given from the Submariner Family will be advantageous to WRS as a charity, such as legal resources and continued use of the dolphins on the annual pin. • John Ireland highlights that a central point of information is necessary to provide continued support of submariners. • The Submarine Family will also have an online store and physical shop at Faslane and are happy to market WRS merchandise. 	

	<ul style="list-style-type: none"> Paul Foran asked about the timeline for the Submarine Family to be established. Jim Perks said we are looking to launch within the summer after some legal issues have been resolved. No other questions were raised. 	
12	AOB <ul style="list-style-type: none"> Steve Thorpe says it has been a pleasure to work with WRS and will continue to be a pin distributor. Andrew Whyte said thank you for the help and will continue to help with the pins. Dave Wain said they have the donated mobility scooter in their shed and is available for anyone who needs it. Nigel Mellor said he would be willing to pick this up and delivery it to a needy member. Pamela Durrant asked attendees to share WRS and any possible CTB to other submariner groups, particularly those on social media. 	
	There being no further business, the meeting was closed.	

Date of Next Meeting	Venue
Saturday 12 th March 2022, 13.00-16.00	Best Western Plus Ullesthorpe Court Hotel & Golf Club

Action Grid			
Action No.	Action	Actionee	Due Date
1.1			
1.2			
1.3			
1.4			
1.5			