

Meeting Title	2 nd Annual General Meeting	
Meeting No.	01/20	

MINUTES

Date	8 th February 2020	Venue	Ullesthorpe Court Hotel
Attendees		Post/Role	
Ian Atkinson (IA)		Chairman	
David Smith (DS)		Vice Chairman	
Gill Molyneux GM)		Patron	
John Bradbury (JB)		Founder	
Nigel Mellor (NM)		Treasurer	
Mick Dewhirst (MD)		Trustee	
Graham Bishop (GB)		Trustee	
James Dickaty (JD)		Trustee	
Steve Thorpe (ST)		Trustee	
Paul Foran (PF)		Trustee	
Andrew Whyte (AW)		Trustee	
Peter Fisher (PF)		Trustee	
Terri Mellor (TM)		Shop Manager	
John Ireland (JI)		Membership Secretary	
Sam McNeice (SMc)		CTB Manager	
Patrick Warley (PW)		Area Coordinator	
Andy Bain (AB)		Area Coordinator	
Jamie Molyneux (JM)		Member	
Approved by Name		Position	

Agenda

Item	Description	
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	Ian Atkinson
7	Shop Report	Terri Mellor
8	Crossing the Bar Manager Report	David Smith
9	Membership Secretary's Report	Nigel Mellor
10	Benches Report	Mick Dewhirst
11	Submarine Charity Collaboration	Mick Dewhirst
12	Election of Officials	
13	Any Other Business	

Minutes

Item	Description	Action No.
1	The meeting was opened by the Chairman at 1300 and following a brief welcome, handed over to the Founder, John Bradbury, to deliver the Oath of Remembrance.	
2	Apologies were accepted from David Wain, Cecelia Gallop, Rob Carr, Debbie Lee Campbell, Mark Campbell & Pam Durrant	
3	The minutes of the previous AGM were accepted by Nigel Mellor and seconded by Mick Dewhirst	
4	<p>The Chairman reflected on an eventful year which included, assuming the role of Chairman unexpectedly in April 19 and the successful conclusion of the money transfer to the families of ARA San Juan. Nigel Mellor was acknowledged for his assistance, as was Terri Mellor, for her work in the shop and also assisting the ARA San Juan negotiations. David Woolterton was recognised for his outstanding contribution in bringing the charity to the point where we are now. Finally, thanks were given to Tom Herman for working tirelessly with the bank and the Argentinian authorities to bring the San Juan donations to a successful conclusion.</p> <p>The Chairman welcomed Rob Carr as the Webmaster, Sam McNeice as the CTB Manager and David George as Area Coordinator for the Midlands area. IA then highlighted some recent donations and fund-raising efforts before handing over to the Treasurer.</p> <p>Jl raised the question of thanking the Nat West Bank and the Argentinians for their assistance in getting the money to the families. The Chairman stated that there was a small amount of unfinished business, but thanks would be forthcoming.</p> <p>MD proposed that IA remain as Chairman. GB stated that the post should be offered to other candidates. There were none, so IA was voted in as Chairman and this was seconded by NM and endorsed by PW and PF.</p>	
5	<p>Treasurers Report</p> <p>Nigel Mellor presented two financial reports; the first from 22nd December 2017 when WRS achieved charity status and the second from 1st June 2019 to 31st Jan 2020.</p>	

6	<p>On the day WRS became a charity, the balance in the bank stood at £50,897.97. At that time, we had one account, but on achieving charity status, we needed another account, that was opened in February 2018. Over the following year we managed both accounts with most of the monies being paid into the Charity (CIO) Account, with the other account being named the Management Account. At the end of the first financial period, on 31st May, the total balance across both accounts stood at £79,549.06 with an overall income totalling £102,383.43. We have spent a total of £10,378.52.</p> <p>The second period saw the transfer of £31,000, including £1000 from the Barrow Branch of the Submarine Association, to the families of the ARA San Juan. This has been a mammoth undertaking with thanks going to Tom Herman, Terri Mellor, Ian Atkinson and also the Nat West Bank who are yet to repay the bank charges, associated with each transfer.</p> <p>NM briefed on the benefits of using a business account with World Pay as a mechanism for collecting money. For a £20 subscription WRS don't pay for the first 300 transactions. If we go over the 300, we are charged 0.38% per transaction as opposed to no monthly subscription and being charged £2.75% per transaction.</p> <p>We also have a franking machine that is leased from Pitney Bowes, which reduces the cost of postage by 12p per letter.</p> <p>NM stated that the accountant has access to Quickbooks so can access all of our financial dealings. She will complete the audit and come back to the treasurer with any questions.</p> <p>PW asked if we have a VAT number yet, the answer was not yet as our annual turnover is not consistently over £100k.</p> <p>NM also mentioned that the accountant is going to assist with WRS claiming Gift aid.</p> <p>JI raised the point about doing an Internal audit. GB stated that this hasn't yet been done, but NM stated he could display anything the trustees wished at any given time and was confident in submitting the financial report to the Charity Commission before the 31st March 2020 deadline.</p> <p>Webmaster and IT Managers Report</p> <p>Rob Carr took over as the website and IT manager from David Woolterton in October 2019. The website that David built is based on the Joomla platform and contains:</p> <ul style="list-style-type: none"> • Static pages with reference material and description of WRS. • Listings of Gold Poppy remembrance. • An online shop to sell membership, annual pins and WRS 	5.1
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7	<p>merchandise.</p> <ul style="list-style-type: none"> • A vast user database that includes: <ul style="list-style-type: none"> ○ WRS members. ○ Subscribers to the WRS Newsletter. ○ Customers of the WRS online shop. • A system to create and send newsletters to subscribers. <p>The website is a highly complex and sophisticated system and David should be commended for the valuable work he has done for the WRS over recent years.</p> <p>WRS also has a Microsoft group package, and part of my role is to manage users and the infrastructure to support the WRS internal administration and communication.</p> <p>Since taking over the role, most of my activity has been keeping the website's code up to date, answering technical questions, updating online content and administering our Microsoft Group.</p> <p>The intention this year is to update the design of the WRS website: To make the message clearer about what we do. Simplify the navigation system so that it is easier to find information on the 'static' pages. Develop a more dynamic system to post news articles, announcements and calendar events. Generally, improve accessibility. Ensure we fully comply with GDPR. If anyone has feature suggestions or ideas to improve our online presence, please contact me or the Chairman.</p> <p>GB discussed the usability of Microsoft Teams. Evidently some people were using it and others not. MD commented that Teams is becoming an industry norm and that WRS appeared to be ahead of the game. GB suggested that we should decide on a common method of communication that we should all buy into.</p> <p>PW suggested that using a WhatsApp group is a cheap and easily accessible method of communication that most people use. GB suggested that all trustee communications were conducted using the WRS email addresses.</p> <p>It was also agreed to retain Teams and the file storing in SharePoint for documents, but to maintain an audible trail of information via e-mail and create a series of WhatsApp groups to communicate between teams.</p> <p>Shop Report</p> <p>The shop has continued to flourish, presenting the opportunity to trial some new products, though some have proved to be more popular than others.</p>	
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8	<p>New items include:</p> <p>30 x black shirts, 30 x white shirts, 50 x black hoodies, 50 x memorial polo shirts, 50 black & gold memorial shirts, 23 x cummerbunds</p> <p>Restocked</p> <p>200 x embroidered patches, 200 x challenge coins, 200 x baseball caps</p> <p>75 internal and external dolphin stickers, 100 x WRS logo stickers.</p> <p>Since the start of the year the shop has handled over £12,513, which is a significant drop on the previous years' £22,000</p> <p>There is a considerable amount of stock in the shop with a stock value of £9874.90 which would yield a total of £32,795.10, representing a total potential profit of £22,920.20.</p> <p>Thanks to the pin outstations which have been very successful. Complicated by the start of membership in September. 4633 pins have been sold by outstations bringing in £23,206.50. TM stated that she had 373 pins left, but some of the unsold pins are being returned from outstations, so the figure is going up.</p> <p>In addition to the annual pin, we have purchased 1000 Moly Pins at £603.30, 150 Condolence Cards at £78.97 and 67 Wreaths.</p> <p>TM remains concerned that we are not accurately accounting for wreaths as these are being placed at memorials across the country. She feels that this must be put on a more formal footing with independent funding.</p> <p>NM stated that Dave Wain was previously tasked with compiling a list of submarine memorials. DS agreed to take this on to ensure accurate accounting.</p> <p>JI made the point that apart from selling locally, we should be encouraging members to join to increase the annual budget.</p> <p>MD suggested putting the QR code on a simplified card to accompany the annual pin. This generated quite a discussion but was generally agreed.</p> <p>Crossing the Bar Managers Report</p> <p>DS reported that we lost a reported 139 brothers during 2019, three of which will be remembered by a gold poppy on the 2020 pin.</p> <p>61 wreaths were sent out in total along with £300 in donations to their chosen charities. He would like to extend thanks to the Area Coordinators, Chalky Whyte, Andy Bain, Pam Durrant, David Wain, Bill McCormack and John Bradbury.</p>	7.1
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9	<p>Finally, DS introduced his replacement, Sam McNeice as the Crossing the Bar Manager. SMc was duly welcomed into the Management Team. SMc then reported that already in 2020, we already have registered 21 CTB's and one submariner had qualified for a gold poppy. And that he was working in close collaboration with the Submariners Association to ensure accurate record keeping, though voiced concern about the lack of information being submitted and the premature posting of deaths on social media before the family have given their consent.</p> <p>JI wondered if HMS Centurion get informed about deaths for pension purposes</p> <p>NM commented that David Woolterton also sends a list of CTBs to Navy News for their obituary column.</p> <p>IA requested that the CTB Manager sends the Chairman a list of CTBs monthly to update the newsletter.</p> <p>DS discussed putting an A5 flyer in the box with the wreath to raise awareness of WRS with the bereaved families. Generally agreed as a good idea.</p> <p>NM suggested putting the QR code on the next batch of Moly Pin Cards</p> <p>Membership Secretary's Report</p> <p>NM reported that to date We Remember Submariners had recruited 731 members, generating an income of £7312, due to one member donating an additional £2.</p> <p>Due to the 2020 pin being in production, there are still ten new members that have not received the current annual pin as we await it being delivered.</p> <p>A series of emails will be sent out from 3 months prior to remind members to re-subscribe.</p> <p>We have purchased 4000 Member pins and 100 Official pins and one with Founder on it, for JB.</p> <p>NM stated that due to a successful recruiting campaign, he was now handing over to John Ireland, but would remain in an advisory capacity for support and guidance.</p> <p>A question was asked whether WRS was considering direct debit as a method of subscription as well as multi-year subscriptions. The Chairman confirmed that these were all possibilities, but for this first year, whilst we were still finding our feet as a charity with members, we are learning to walk before we run.</p>	8.1
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11	<p>Submarine Charity Collaboration</p> <p>MD reported on The Royal Navy & Royal Marines Charity – Submarine Benevolent Fund – change proposal, which is a restricted fund.</p> <p>The SBF forms part of the charity known as RNRMC.</p> <p>The RNRMC board as a charity trustee of the Submarine Benevolent Fund is responsible for the management and administration of the fund.</p> <p>The beneficial objects of the fund are to promote the welfare and well-being (which includes mental health) of all Submariners past and present and their families, promote the submarine ethos and the morale of all ranks including the provision of recreational facilities, amenities and other goods and services not provided out of public funds maintaining our submarine heritage and has reportedly £millions in the bank.</p> <p>The Management of the Submarine Benevolent Fund will be undertaken on behalf of the Submarine Community and RNRMC Trustees by a Submarine Benevolent Fund Joint Management Board to consist of the Chairman and a membership of up to 9 other members representing the broad Submarine Community and RNRMC.</p> <p>The following are standing members of the Board:</p> <ul style="list-style-type: none">• Elected Chair• The Head of Submarine Fighting Arm• The RNRMC Chief Executive• The RNRMC Director of Relationships & Funding or Head of Grants• The RNRMC Financial representative.• EWO(SM).• Nominated representative from the Submarine Association• Nominated representative from We Remember Submariners• Nominated representative from the Perisher Club.• Nominated representative from Friends of the Submarine Museum. <p>None of the above is a proposal to take charge of WRS or tell us how to conduct our business, but they have access to a lot of money and the board are there to help in the allocation of this funding.</p> <p>There are things to consider:</p> <ul style="list-style-type: none">• There will be a cost of membership (currently, this is unknown)• Elected members of the board will serve a tenure of 2 years	
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	<ul style="list-style-type: none">• This allows us the mechanism to have a voice in the allocation of funds.• When trying to deal with the wider issues, it will give us access to much greater funding, than we do at present.• There is an aspiration to build a large and sustainable submarine community, including respite support and give more back to the serving members and their families. <p>MD considered that there are many charities, for the best of intentions, pulling in other directions, but without coordination. This will give us an opportunity to work together and get better funding, so that when we can't do it on our own, we will have access to much larger pots of money. MD made the point of stressing that WRS would only be interested if we can retain our independence.</p> <p>GB asked where their funding comes from, MD confirmed that it was restricted fund and would support, for example, the refurbishment of a mess or supporting individuals in need. IA stated that we need to know how much the buy in cost is likely to be.</p> <p>The SBF have two full time administrators and their own legal team, which we will have access to for support and advice. This is currently in the final stages of proposal and is just being passed by their legal team, before being passed to the trustees to agree on. IA stated that he considered it to be a good idea provided that we retained control and maintained our identity of a charity that we have worked so hard to build.</p>	
12	Elections of Official JD proposed Peter Fisher to be elected as a trustee. After a glowing testimonial from JD , NM made the point that Tom Herman had previously expressed a desire to be considered as a trustee. IA stated that as TH was not in the room and hadn't indicated formally that he wished to step up at this stage, he would be considered at a later date, if he so wished. PF then left the room and the vote was unanimous for PF to assume the role as the 9 th trustee.	
13	Any Other Business TM informed the room that the HMS Collingwood open day will be on Saturday 6 th June and called for volunteers to work the stalls. PW , SMc and subject to work commitments MD all volunteered. Thank you, gents.	13.1

	<p>TM went on to say we need some pop ups and asked what items of merchandise we wanted on the stall, but IA declared that we haven't yet got a stall. We need a portable table and a gazebo for each area. DS has done quite a lot of work sourcing these. There was some discussion on how much to pay, cheap or buy a bespoke gazebo with WRS livery.</p> <p>MD suggested that we buy a cheap one and then get his son to provide decals. JI warned that if they are not sturdy enough, a gust of wind could carry them away, so don't buy too cheap. It was then agreed to stock the stall with small ticket generic merchandise and literature for potential new members. MD asked for the graphics to be sent to him so his son could work on them.</p> <p>JM stated that as a comparative youngster within the group, he didn't think a lot of the sailors of today would use QR codes without instructions to download an app and we should investigate the effectiveness of using them as a medium. JI stated that a lot of new phone cameras recognise a QR code and read it accordingly.</p> <p>DS agreed after creating a LinkedIn page to create an Instagram and Twitter site for WRS to move with the times and try to attract younger members to cater for everyone.</p> <p>ST suggested getting more A5 posters sent out to the boats to raise awareness. IA took an action to check the current A5 poster for currency. ST agreed to send them out via internal mail to the fleet.</p> <p>DS wanted the room to consider WRS running a national raffle or an annual sports competition or golf day.</p> <p>Another suggestion from DS was to talk to the IT Manager about the feasibility of adding a page to the web site dedicated to the community of submariners, with links to health care, mental health, welfare, housing and employment opportunities for veterans, like a community noticeboard.</p> <p>MD proposed the idea instead of placing memorial benches, we could place a silhouette of Leading Seaman Reed. NM took an action in investigate with the suppliers regarding costings.</p>	<p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p> <p>13.6</p>
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	<p>MD proposed asking Andy Wing of Stokes Gallery to do a bespoke silhouette drawing for WRS.</p> <p>GB stated that he set up a Virgin Money page for the London Marathon. Since then, Debble Lee-Campbell has done a fundraiser. CPO Hardwicke from HMS Vanguard is walking the 100km Jurassic Coast walk in aid of WRS. It is also a good way of getting Gift Aid; a £1000 donation results in £200 from the government. Any donations to WRS, if they are put through the Virgin Page, attract Gift Aid from eligible contributors.</p> <p>IA mentioned that Kris Westerman who is competing in two Ironman challenges, also wishes to donate to WRS.</p> <p>NM proposed that we accept all of the outstation suggestions for their 20% to their chosen charities? Agreed by majority vote.</p> <p>NM will be sending the Annual Financial Report to the trustees shortly, requesting feedback.</p> <p>NM has had a request from Hugh Welch from HMS Neptune Field Gun requesting £2000. NM stated that we had done this on a couple of previous occasions. There was some discussion about the number of submariners running and ST stated that due to RNRMC funding, the running tops would be emblazoned with the RNRMC logo, so WRS may not be able to benefit from advertising. He went on to suggest that during the run at Windsor, that they advertise WRS. Agreed.</p> <p>After months of asking for suggestions, only three suggestions have been offered, but only one satisfying the required criteria, so the following design was proposed by IA for the 2020 pin. After a little discussion, this was agreed for this year and everyone took an action to decide on a design for the 2021 pin. Agreed.</p> <p>PW proposed that the design for the 2021 pin could be run as a competition.</p>	13.7
	<p>After months of asking for suggestions, only three suggestions have been offered, but only one satisfying the required criteria, so the following design was proposed by IA for the 2020 pin. After a little discussion, this was agreed for this year and everyone took an action to decide on a design for the 2021 pin. Agreed.</p> 	13.8

	<p>IA briefed the room on the progress of the Submariner Memorial Appeal that is launching in Barrow in Furness on 28th February 2020. A TV advertisement has been created as well as a website. They are already a registered charity and with the help of actor Colin Firth, they are trying to raise £300,000. WRS has a seat at the table and IA is on the board of trustees. WRS has already donated £1500 as seed corn funding.</p> <p>IA made a statement about the corporate brand of WRS. The logo has evolved slightly into the form it now takes. This is the logo that must now be used on all literature and merchandise going forward. What we need is a large, good quality, high resolution image that can be reduced as required. PW offered to get his designers to enhance the current image. IA took an action to send to Patrick.</p> <p>JB thanked the Chairman for the job he'd done, since taking over from PW and to everyone who has worked so hard during the year to get the charity to where it is now. BZ</p> <p>There being no further business, the meeting was closed at 16:55.</p>	13.9
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Date of Next Meeting	Venue
20 th February 2021	Ullesthorpe Court Hotel

Action Grid			
Action No.	Action	Actionee	Due Date
5.1	Inform Barrow SA that their £1000 has been transferred to the families of ARA San Juan	NM	
7.1	Compile a definitive list of submarine memorials that we send wreaths to	DS	
8.1	CTB manager to send a monthly report to the Chairman	SMc	
9.1	Discuss direct debit and multi-year subscription with the Webmaster	IA	
10.1	Send all bench proposals to Mick Dewhirst	All	
10.2	Liaise with Victoria Trevor re a fitting tribute to Mark Walmsley in Torpoint	MD	
10.3	Investigate the possibility of planting trees as an alternative to benches	MD	
13.1	Run the WRS stall at the HMS Collingwood Open Day on Saturday 6 th June	PW, SMc & MD	
13.2	Send the WRS logo to MD for enlarging	IA	10/02/20
13.3	Create an Instagram and Twitter presence for WRS	DS	10/02/20
13.4	Check and update the A5 poster prior to printing and distribution to area coordinators	IA	
13.5	Liaise with the Webmaster about creating a Community Page on the web site	DS	
13.6	Investigate the cost of silhouette statues	NM & TM	
13.7	Investigate having a bespoke silhouette painting by Andy Wing of Stokes Gallery in Gosport	MD	
13.8	Propose a design for the WRS annual pin for 2021	All	
13.9	Send the WRS logo image to Patrick Warley for enhancement	IA	10/02/20