

# Canopy Housing Board Meeting

By Zoom

1.00pm, Tuesday 23 June 2020

<p><b>Board members present:</b> Keith Gibson (Chair), Mhairi Tomlinson (Treasurer), Bridget Relton (Secretary), Martyn Broadest, Steve Dawes, Janet Onslow, Mark Rutherford</p> <p><b>Members present:</b> Meena Jhakra (standing for election to Board), Mark Dewar, Stuart Hall, Sabina Khan, Jasmine McNiven, David Nugent, Marie Park, Lucia Santos, Kirsti Staindale, Gary Trewin, Sarah Walsh, Tilly Wallis, Sharon Whitehurst, Simon Wilkinson, John Wood</p> <p><b>In attendance:</b> Laura Masheder (Auditor)</p>	
<p><b>1. Apologies for absence:</b> None received</p>	
<p><b>2. Introduction</b></p> <ul style="list-style-type: none"><li>• KG welcomed everybody to the AGM and thanked the Canopy staff who had helped organize the event. He explained the order of business, aims and procedures of the AGM.</li></ul>	
<p><b>3. Review of the last year</b></p> <ul style="list-style-type: none"><li>• GT presented Canopy's recently printed annual report and thanked the staff who were involved in putting the document together. He introduced a short film he had produced and edited, which showcased the achievements of the organization over the last year, paying tribute to the hard work of Canopy's amazing self-helpers, volunteers and staff team.</li></ul>	
<p><b>4. Membership</b></p> <ul style="list-style-type: none"><li>• All members present confirmed their willingness to continue as members.</li><li>• BR agreed to check that membership records were correct and up-to-date.</li></ul>	BR
<p><b>5. Financial Statements</b></p> <ul style="list-style-type: none"><li>• DN presented brief financial highlights from the previous year, which included:<ul style="list-style-type: none"><li>○ Canopy Housing being a going concern with no fraudulent activity identified;</li><li>○ Rental income increasing by £18K;</li><li>○ Grants increasing by £150K due largely to Leeds City Council's Right-to-Buy Receipts funding programme;</li><li>○ Leeds City Council approving the extension of 37 leases to 99 years, leaving the balance sheet £3.25M healthier;</li><li>○ Expenditure increasing by £63K due mainly to legal costs associated with extending the leases;</li><li>○ Most of Canopy's £4.7M assets being tied up in property – the homes that people live in; and</li><li>○ More detail being available on the website.</li></ul></li><li>• He confirmed that the statements had been audited and approved by the society's auditors, Garbutt and Elliott and that Board had subsequently agreed to adopt the accounts on 22 June 2020</li></ul>	
<p><b>6. Appointment of auditors</b></p> <ul style="list-style-type: none"><li>• KG explained that a procurement process had been undertaken in 2019 and that Garbutt and Elliott came out as the preferred option for the following three years.</li></ul>	

<ul style="list-style-type: none"> <li>• KG proposed, BR seconded and members approved the appointment of Garbutt and Elliott as auditors for the following year.</li> </ul>	
<p><b>7. Resignation of Board Members</b></p> <ul style="list-style-type: none"> <li>• All Board Members resigned.</li> </ul>	
<p><b>8. Nomination and election of new Board Members</b></p> <ul style="list-style-type: none"> <li>• The following Board Members were appointed for a period of one year, gaining a majority of votes cast by those present: <ul style="list-style-type: none"> <li>○ Martin Broadest</li> <li>○ Stephen Dawes</li> <li>○ Keith Gibson</li> <li>○ Meena Jhakra</li> <li>○ Janet Onslow</li> <li>○ Bridget Relton</li> <li>○ Mark Rutherford</li> <li>○ Mhairi Tomlinson</li> </ul> </li> <li>• Those elected to the Board agreed that KG should remain as Chair, BR as Secretary and MT as Treasurer.</li> <li>• Everyone present welcomed MJ to the Board.</li> <li>• KG asked anybody else who might be interested in joining the Board to contact SWH.</li> </ul>	
<p><b>9. Any Other Business</b></p> <ul style="list-style-type: none"> <li>• KG asked members to approve the following rule change that had been distributed to members before the meeting: <p style="margin-left: 40px;"><i>“An Annual or a Special General Meeting shall be called by at least fourteen days’ notice in writing posted or communicated electronically to every member recorded in the register of members, specifying whether the meeting is an Annual or Special General Meeting and stating the time, date and place at which it is to be held. The notice shall contain details of the nature of the business to be transacted, and no business may be transacted at a General Meeting other than that specified in the notices calling it.”</i></p> </li> <li>• He explained that in future it would mean those members with Internet access could be invited to the AGM by e-mail, saving Canopy money. Those without access would continue to receive invitations by post.</li> <li>• Members agreed to adopt the new rule.</li> <li>• BR proposed and members agreed to approve the 2019 AGM minutes.</li> </ul>	
<p><b>10. Acknowledgements</b></p> <ul style="list-style-type: none"> <li>• KG expressed his thanks to everyone for attending the virtual meeting and wished everyone good health and happiness.</li> </ul>	