



## **Bicester Autism AGM**

**28<sup>th</sup> February 2021**

### **Minutes**

**Apologies:** None Received

**Absent:** Gemma Allen, Maureen McCarthy

**Attendees:** Hayley Collier, Miranda Cooper, Jon Larkin, Jana Schreuders, Jenni Wierchowicz, Sam Goodgame, Anne Gibson-Sexton

**Minutes of Previous AGM:** Approved

**Chair's Report:** Read by Miranda, Attached Appendix A

Thanks to Miranda from all for her commitment and dedication in the role of Chair and to Bicester Autism in general.

**Financial Report:** Read by Jana, Attached Appendix B

Thanks to Jana from all for her commitment and dedication and commitment in the role of Treasurer and to Bicester Autism in general.

#### **Election of Committee:**

Miranda and Jana expressed their wish to stand down, but concern on lack of candidates stepping forward

The absence of other committee members is taken as resignation of role.

All agreed the roles of Co-Ordinator and Volunteer should be suspended until face to face activities can resume. Volunteers will then be welcomed on

an event by event basis to avoid anyone feeling that they are making more commitment than they feel comfortable with.

Hayley and Jenni stood for the role of secretary.

The various roles and options for sharing responsibilities were discussed by the attendees. Hayley expressed reservations regards taking on the role of chair, In the absence of any other candidates Hayley kindly agreed to do so to relieve Miranda. Hayley will incorporate some of the traditional secretary role into the new chair position.

A new role of immediate past chair was proposed, the purpose of which would be to act as advisory to the new chair and committee. Miranda is proposed for this role.

Jenni offered to stand wherever she could help. A combined role of Treasurer and the remaining Secretary functions was proposed for which Jenni stood.

Election result was as follows:

- **Chair, Hayley Collier:** In favour, unanimous
- **Immediate Past Chair, Miranda Cooper:** In favour, unanimous
- **Secretary / Treasurer, Jenni Wierchowicz:** In favour, unanimous.

Resignation accepted from Jana and Miranda with the groups best wishes.

New committee to meet shortly to plan for the year.

#### **Policy Acceptance:**

- Child Protection Policy - No change. All Agree.
- Constitution - No change. All Agree.
- Profit and Loss - No change. All Agree.

#### **A.O.B**

The move from whats app to facebook members group is completed. Reasoning for this is as follows:

- Ease of tracking who is posting, ensuring no one with concerns or need is missed
- Safeguarding, all members need to be registered
- Ease of finding information – all information can be linked to a relevant post

We will have a grace period for people to register for membership. Reminders are being regularly posted. All those not registered as members will be removed, with notice, in a few weeks.

All agreed that this does not prevent the setting up of whats app groups between members but that these should not be associated to Bicester Autism as the committee is unable to monitor.

It was discussed that this has not been popular with all members, but agreed that this is a positive step forward in improving communication within the group.

**Meeting Closed: 12:20**

## **Appendix 1: Chair's Report**

### **Chair's Report February 2021**

Chair: Miranda Cooper  
Secretary: Gemma Allen  
Treasurer: Jana Schreuders

This AGM for Bicester Autism covers the period between February 2020 to February 2021. Bicester Autism is run by a group of volunteers who all have a child or family members with autism and work. They give up their time for free and I would like to take this opportunity to say thank you for all your hard work. There is a lot of organisation that goes on behind the scenes, so that we may run all our events and social media.

Our membership numbers have continued to grow over the last 12 months and have over 250 families on our database. Pre-COVID we were running a variety of regular events: Coffee and Chat, Pub Night, Soft play, bowling, and a range of holiday events: Pool, swimming, yoga, Halloween activities, Clip n Climb, Backwards Bingo night, meet Santa and a summer fete. This, unfortunately, stopped in March 2020 when we went into our first lockdown. Like everyone, we have had to go online which does not work for all our members. As a support group, we may meet in person with up to 15 people, but it was decided with the numbers of COVID cases continuing to rise that it was not sensible.

The pandemic has highlighted a few difficulties for us, firstly that we all seem to have less time rather than more, how important this group is to our users regarding information and that our social

media platforms are very time-consuming. This led to the decision by the committee who monitor them to combine them into just one, Facebook which has helped us greatly.

We still have money from Bicester Village Making a Wish Foundation and our fundraising to use (see Treasure's report). Originally the plan was to use part of this funding to put on activities to support siblings, a silence firework event, and more training. This however should be reviewed post-COVID with an UpToDate survey and explore whether it is still possible for Bicester Autism to sustain its level of services that it has provided. Unlike most organisations that provide free support services and activities, we are run by volunteers who provide their time at no cost.

I would like to say thank you to Jana, Treasurer who has been supporting this group for over 6 years and has wanted to step down since last year, as well as myself. My resignation has still not been accepted by our Committee. I have very much enjoyed being part of the journey of Bicester Autism and made some great relationships along the way.

Yours,

Miranda Cooper  
Chair

## **Appendix 2: Financial Report**

### **Finance Report AGM 2021**

#### **Finance review 16<sup>th</sup> January till 28<sup>th</sup> February 2020**

This report is shorter than normal as we have not been able to run our main activities and no fundraising took place.

Money in the bank:

Community Account £805.07

Bicester Village £1470.59

Our running costs for this year:

Zoom, £115.12

Substituted Hidden Disabilities merchandise, £476.23

One holiday event pre-lock down, £35

Coffee and Chat, £5

Website, £14.39

Insurance, £105

Monies of approximately, £150 for basic cost per year for insurance and the website will need to be put aside for the future to run our events.

Yours,

Jana Schreuders  
Treasurer



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Treasurer: Jana Schreuders

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Miranda Cooper  
Chair



## **Bicester Autism Role descriptions for:**

### **Chair:**

Provide leadership and support for the coordinators group  
Meet with co-ordinators to look at next steps and lead on the development of Bicester Autism  
Delegate duties and functions  
Financial responsibility for Bicester Autism accounts  
Hold an annual AGM: Provide a Chair's AGM report, make sure the Bicester Autism community is invited to the AGM, reports are produced and minutes taken.  
Making sure policies are up to date  
Responsible for any complaints that are brought to Bicester Autism.

### **Treasurer:**

Monitor financial administration  
Create and deliver the Finance Report for the AGM  
Reconciling bank statements, and managing cash flow  
Responsible for paying invoices  
Responsible for insurance  
Work in consultation with the Chair and Coordinator group

### **Secretary:**

Support the Chair in the smooth running of Bicester Autism: running meetings, circulating agendas and reports, organizing AGM  
Maintain effective administration  
Administrative tasks to support Bicester Autism  
Keep the membership records of Bicester Autism  
Responding and posting on Bicester Autism social media  
Taking minutes at meetings

The Vice role for each of the above will provide support to the substantive role in undertaking their duties.



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