

**MINUTES OF THE ANNUAL GENERAL MEETING HELD AT BENTLEY SUIT, GLEBE HOTEL,  
WARWICK, ON SATURDAY 7th April 2018 AT 12.15PM**

<b>TRUSTEES PRESENT</b>	Mr D Marshall	Chairman – SAKA
	Mr M Abbott	Treasurer – Gloucestershire KPA
	Miss T Sinclair	Secretary – Wessex KPA
	Mr James Barr	Lancashire & South Cumbria KPA
	Mr John Burdett	Northamptonshire KPA
	Mr David MacDonald	Wessex KPA
	Mr B Child	North East KPA
	Mr J Higgins	Northamptonshire KPA

<b>In attendance</b>	Mr K Tupling	President
	Mr T Statham	Chief Executive Officer
	Mr P Revell	Head of Fundraising
	Mrs A Brown	Office Manager
	Mrs D Blizzard	Senior Office & Accounts Administrator

There were 18 Official voting delegates (as per register), and 31 non-voting delegates as per the register.

A quorum of 30% of official representatives was met.

David Marshall, NKF Chairman welcomed everyone to the meeting.

- 480 Apologies** - Were received from, Holly Loughton - Lancashire & South Cumbria KPA, Guy Richards – Exeter & District KPA, Wajid Iqbal – Manchester Royal Infirmary, David Myers – Royal Free Hospital KPA, Ralph Slattery and Carol Slattery – Addenbrookes KPA.
- 481 Minutes of the AGM held on 1<sup>st</sup> April 2017** - It was proposed by David MacDonald - Wessex KPA, seconded by Jackie Burdett – Northamptonshire KPA and agreed unanimously to accept the minutes as a true record.
- 482 Matters Arising** – There were no matters arising.
- 483 Annual Report** – A report had been circulated in the delegate packs. David Marshall commented on the main issues from the report. The Executive Committee and the NKF staff were thanked for their work during the year keeping NKF active, The Executive Committee were all volunteers and were all key to NKF. There had been changes within NKF, Denise Abbott; NKF Secretary was now sadly deceased. Two members of staff at NKF HQ had retired, Linda Fores and Andrea Goodall. Two new members of staff had been employed, Fiona Broomhead, Database and Office Administrator and Stephen Emmerson, Office and Helpline Administrator.
- Timothy Statham had given five years notice of his retirement on 31<sup>st</sup> December 2018, after

20 years of service. The 2018 AGM would be his last. The search for a replacement was well underway. Tim had done a sterling job during his time at NKF.

Deborah Duval, Editor of the Kidney Life magazine had resigned at the conference last year. The staff at HQ had pulled together to produce the next issue of Kidney Life magazine and had done NKF proud by producing it. Sumaya Masood had now been employed as the new Editor of Kidney Life magazine.

The drop in the numbers of living donors is of great concern to NKF. Kirit Modi, NKF Life Vice President, was congratulated and thanked on the fantastic work he had done in this area and the production of the Living Donor manifesto.

The 2017 Transplant Games had been held in Scotland and was the greatest success so far for NKF. The reason for the success was a photo booth, which had proved to be very popular and attracted people to NKF's stand. This is to be used again at the 2018 Transplant Games.

The 2017 conference had been the best NKF conference David Marshall had attended, the venue, Hinckley Island Hotel in Leicestershire had been much improved from previous years. Unfortunately, the Conference chair, Denise Abbott had passed away and NKF staff stepped in under the guidance of Andrea Brown to complete the proceedings.

Industry Partners had seen new two new companies, Mologic and Peace and Quiet, showing an interest in NKF.

General Data Protection Regulation (GDPR) compliance was required from 25th May 2018. Forms to ensure compliance had been posted out in the last issue of Kidney Life magazine and it was important these form were completed and returned to NKF. Returned completed forms would ensure NKF would still be able to contact people who wanted to be contacted and by the method, they chose. This would have a significant impact on NKF. Inroads had already been made entering the details from forms already returned onto the database. It would take many more man-hours to ensure all the forms were added to the database.

NKF had spent much time on the recruitment process of employing a new Chief Executive Officer (CEO). It was critical the right person was employed. 74 people had initially responded to the job advert and 36 actual applications had been received. The quality of all the applications had been very good; eight people had been invited for an interview. Four of these had already been interviewed and a further four would be interviewed on 11th April. Three would be invited back for a final interview. The interview panel consisted of professional consultants and David Marshall; the final interview would also have some members of the Executive Committee present as observers.

Kirit Modi thanked David Marshall and the Executive Committee for managing the recruitment process and hoped there would be a handover period for the new CEO.

Kirit Modi stated there had been progress regarding living donation, the manifesto was bringing about change. He requested all to consider what they could do with their hospitals to help bring about change. How could KPA's help? Suggested changes were contacting living donors and Living donor coordinators and arranging a meeting to discuss living donation and other areas which could be improved. A deadline of six months had been set for responses to the manifesto to be received; the six months would be over in five weeks. The latest figures, to be released shortly, regarding organ donation would show deceased donation to have increased by the largest numbers so far and living donation to have decreased for the fourth year running. These figures were embargoed for the next five days.

When the official figures were released, NKF would be asked to comment by the press.

There is still a problem for the patients in Kernow, facing charges for transport to and from dialysis. NKF stands against the principle of any charges for transport to dialysis. Kidney Care UK had got involved in negotiations about which patients should or should not be charged for transport. The situation was more serious than just Kernow as all Trusts were awaiting

the outcome in Kernow and would then maybe introducing charges themselves. The ten-minute rule bill Madeleine Moon had hoped for had not been achieved. David Marshall is to discuss this matter with Fiona Loud from Kidney Care UK.

It was proposed by Richard Van Roon - Six Counties KPA, seconded by David MacDonald - Wessex KPA and agreed unanimously to accept the Annual report.

**484 Financial Report** – Michael Abbott read out the financial report.

The accounts information for the year end 2017 is given on pages 14 to 30, comprising the statement of financial activities (the “statutory SOFA”) and the balance sheet together with related notes.

Income and Endowments of £541,822 decreased in comparison with 2016, which was £559,671.

Income has seen a decrease in donations and legacies of £264,665 in comparison to £277,029 in 2016. Expenditure of raising voluntary income has a small decrease in 2017 compared to 2016.

Expenditure – costs of generating voluntary income relate to fundraising costs of £92,544 in comparison to £97,163 in 2017. Investment management costs are directly attributable to the Standard Life Wealth investment and accrued £9,842. Charitable activities include actual costs and relevant support costs which together accrued £365,278 in comparison to £384,522 in 2016.

Total resources expended £467,664 shows a decrease of £24,865 compared to £492,529 in the previous year.

Overall - Net income, expenditure and movements in funds for the year saw an overall surplus of £85,226 in 2017 compared to a surplus of £51,006 in 2016.

Total Funds as at 31<sup>st</sup> December 2017 were £1,305,863 compared to £1,220,637 at 31<sup>st</sup> December 2016.

**Investments**

Total investments as at 31<sup>st</sup> December 2017 equated to £674,346, compared to £665,176 at 31<sup>st</sup> December 2016, this relates to Standard Life Wealth.

**Standard Life Wealth Investment**

The objective of the investment remains capital growth while managing risk. The investment is totally flexible and this is being closely monitored by the Finance and General Purpose Subcommittee.

**Final Statement**

NKF is taking every step possible to monitor the income and expenditure of the charity, budgets will be continued for 2018 and monitored strictly. Every effort will be taken to maximise income and minimise any loss to the charity during the year.

It was proposed by David MacDonald – Wessex KPA, seconded by Kirit Modi – Lister KPA and agreed unanimously to accept the financial report.

**485 KPA Subscriptions** – David Marshall suggested suspending KPA subscriptions due to restrictions caused by GDPR. This matter would be reviewed by NKF when the new CEO was in post.

It was proposed by Kirit Modi - Lister KPA, seconded by William McDonald - Scottish

Kidney Federation to suspend KPA subscriptions for this year. This was to subject to review during the year and the new CEO would work to resolve membership issues with KPA's. Fifteen were in agreement with this proposal and three were against it.

**486 Appointment of Accountants** – NKF recommends the appointment of Street's Accountants. It was proposed by David MacDonald - Wessex KPA, seconded by Judith Sidaway - Dudley KPA and agreed unanimously to appoint Streets Accountants.

**487 Election of Officers and Executive Committee** – David Marshall announced the Officers and Executive committee members as follows:

Officers;

David Marshall - Chairman

Michael Abbott – Treasurer

Tracey Sinclair – Secretary

He then announced the following had been elected as Executive Committee members:

James Barr – Lancashire & South Cumbria KPA

John Burdett – Northamptonshire KPA

Brian Child – North East KPA

Jim Higgins – Northamptonshire KPA

Wajid Iqbal – Manchester Royal Infirmary KPA

Holly Loughton- Lancashire & South Cumbria KPA

David MacDonald – Wessex KPA

George Palmer – Exeter & District KPA

Guy Richards – Exeter & District KPA

Richard Van Roon – Six Counties KPA

David Marshall thanked all previous Executive Committee members for their hard work. The next Executive Committee meeting will be held on 28<sup>th</sup> April 2018 at Worksop.

**488 Appointment of President** – David Marshall informed the meeting that the Executive Committee had no hesitation in recommending Ken Tupling be re-appointed as NKF President for a further year. Ken was appointed President in 2015 and is a tremendous asset to the federation.

Ken Tupling stated he was honoured to continue being the NKF President.

There being no further business the meeting closed at 1.20pm.

Signed..... Chairman

Date.....