

## **Cambridge University Catholic Association**

### **Annual General Meeting**

**Sunday 24 November 2019**

### **MINUTES**

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A meeting of CUCA AGM took place on Sunday 24 November 2019 at 12.00pm

Present: see attached attendance list

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Mgr Langham opened the AGM with a prayer.

#### **1. Apologies**

1.1 Claire Daunton and Nicholas Rogers sent apologies.

#### **2. Declarations of Interest**

2.1 There were no declarations of interest.

#### **3. Confirmation of Minutes of the AGM held on 25 November 2018**

**DOC 01**

3.1 The minutes were approved as a correct record.

#### **4. President's Business**

4.1 Prof Janet Soskice confirmed that CUCA was in good state and sound finance, and that Fisher House is well-served by the chaplains.

5.2 Prof Soskice informed members that there are proposals underway to transform Petty Curie into a moderately-priced hotel which would be situated right next to Fisher House, along with a drop-off point. CUCA Council had appointed some contact points to talk to the planners to ensure that the work is compliant with planning requirements and to work through any issues.

5.3 The incredible success of the post-doctoral group and Fisher friends was noted, as well as the numerous spiritual activities undertaken at Fisher House. Prof Soskice expressed gratitude for the generous donations from benefactors and the time given, especially from senior members, which make these activities possible.

- 5.4 As Fisher House is not a parish of the diocese which could cater for families, Prof Soskice noted that there were some pressures from the growing number of families and children attending Mass at Fisher House. While no one should be turned away, council will need to be mindful of how to manage these pressures.
- 5.5 Prof Soskice thanked her fellow officers, who had undertaken a lot of work throughout the year. She expressed particular gratitude for Dr Crowther's skilful management of finances, and for Dr Retter's work in managing the CIO process. It was noted that there would be some changes as Dr Retter steps down from his role as Secretary and as the Treasurer role is split into two: a finance/investment treasurer; and a domestic treasurer.
- (1) Dr Retter described the role of the Secretary and informed members that he would continue to assist with the ongoing governance changes. He noted that, while the Secretary role is currently vacant, Hannah Joyce had expressed an interest in the role, and could be appointed by council at the next council meeting.
  - (2) Dr Crowther confirmed that he would continue to manage the investments and that council would look to appoint someone to the new role of domestic treasurer. Prof Soskice commended the role to anyone interested in serving at Fisher House.
- 5.6 Prof Soskice also expressed her gratitude for the tremendous assistance of Rebecca Lawes (administrator), Beth Stevens (bookkeeper), Andre Vidou (caretaker), and Marta Janko (administrative assistant).
- 5.7 Dr Julie Smith asked whether more could be done to advertise the position of domestic bursar as it did not seem to be included in the positions for council. Dr Crowther and Dr Retter agreed to look into ways of advertising the position, so that suitable candidates could be identified.

## **5. Treasurer's Business**

## **DOCS 02**

- 5.1 Dr Crowther spoke to three key points: (1) the goals of CUCA; (2) the financial figures for the year; and (3) the new role of domestic bursar.
- 5.2 In relation to the goals of CUCA, Dr Crowther noted that expenditures on charitable activities has been in line with previous years, and there were a few expenditures to note for the maintenance of Fisher House. In particular, there has been a focus on improving security, with the installation of card access and a review of security in light of potential incursions from climbers onto the terrace. Unfortunately, not much could be done to prevent access by skilful climbers; however, the key focus would be on ensuring that no one could break into the premises from the terrace. There had also been substantial costs for the maintenance of the heating system; and, in the coming year, £100,000 would be put aside for maintenance work on the roof, which was sagging in places and had holes in the library.

- 5.3 On the financial figures for the year, Dr Crowther pointed members' attention to the total funds for 2019 on page 15 of the annual report. In particular, he noted that most of the legacy amount was given by an anonymous donor through an entity based on the Isle of Man. That generous donation meant that expenditures for the year had been covered by legacies and donations. Having covered expenses, over £200,000 had been made from income on the endowment and capital growth, which has taken the overall endowment figure passed £6 million. Dr Crowther expressed satisfaction at this achievement and gratitude for the expertise and work of the finance committee.
- 5.4 Dr Crowther described the role of the proposed position of domestic bursar. It would not be an onerous job, especially given the assistance from Rebecca Lawes (as administrator) and Beth Stevens (as bookkeeper), both of whom are significantly overqualified, but enjoy working in their roles. The key commitments are: regular Monday morning meetings; a meeting once a month with the chaplain; communication with the auditors; and finalising annual accounts and reports for the AGM. Dr Crowther also confirmed that he would be staying on to manage the finances and investments and could assist the domestic bursar in becoming acquainted with their new role.
- 5.5 Dr Crowther noted that the audit for the year was entirely clean, and that the auditors had not raised any concerns. Given the quality of their work and the fact that they know how CUCA works, Damian proposed that Peters, Elworthy and Moore (PEM) be re-appointed as auditors of the charity. The members unanimously agreed.

## **6. Update on Governance Changes**

- 6.1 Dr Retter explained that CUCA was in the process of effectively incorporating its council. The historical form of the association is to be retained with an amended constitution that appoints a Charitable Incorporated Organisation (CIO) as its sole manager and trustee. Members of council would then be appointed at the AGM as charity trustees of the CIO entity. The relevant amendments to the CUCA constitution had been passed at the last AGM.
- 6.2 Dr Retter informed members that the CUCA CIO had been established and registered with the Charity Commission in August 2019, and that the deeds of transfer for the assets and the trustee undertakings had been executed in October 2019.
- 6.3 In terms of work remaining, Dr Retter noted the following:
- (1) The registration of the property was being finalised and should be completed soon.
  - (2) There was still some ongoing discussion with the Charity Commission to ensure that the regulator is happy with the constitutional amendments.

(3) There is further administrative work to be done to novate some existing contracts, change bank account details, and to consolidate the accounts for CUCA and the CIO for reporting purposes.

6.4 Rosemary Boyle asked whether that means the transfer of the property has been completed. In response, Dr Retter clarified that the registration remains to be finished and confirmed that he would inform Rosemary and the other custodian trustees as soon as the property transfer is complete.

6.5 There was a further question about what the effect of the governance changes on new legacies and bequests. In response, Dr Retter noted that the proposed structure would allow legacies and bequests to CUCA to be received by the CIO on behalf of CUCA, and this would also be facilitated by the naming of the CIO as the Cambridge University Catholic Association CIO. Rosemary Boyle clarified that we would still need to look into whether any changes are required for the current gift aid arrangements. Dr Retter noted this, and confirmed that he would ask Robert Meakin, the acting solicitor, to advise.

## 7. Elections

**DOC 03**

7.1 The election of officers and ordinary members of CUCA Council for the period 1 December 2019 – 30 November 2020 was agreed unanimously as follows:

Position	Candidate	Proposer	Seconder
President	Janet Soskice	Rosemary Boyle	Guy Brannan
Treasurer	Damian Crowther	Claire Daunton	Michael Kelly
Secretary	<i>Vacant: Council will seek to co-opt someone as Acting Secretary</i>		
Librarian	Alex Browne	Claire Daunton	Damian Crowther
Ordinary Member	Kate Allen	Janet Lash	Claire Daunton
Ordinary Member	Kristin Williams	Miriam Wendler	Maria Ubiali
Ordinary Member	Claude Warnick	Hélène de Maleprade	Richard Rex
Ordinary Member	Florian Urmetzer	Michael Kelly	Hannah Joyce

7.2 Dr Julie Smith asked whether the nomination process could be made clearer in the announcement so that there would be more opportunity for members to stand, even in competition with council members that are standing for re-election. Fr Mark suggested that insert might be included in the Sunday newsletter to give more prominence and space for this announcement. Mary Chalk raised further suggestions: to include brief bios on those who are standing; and to include a list of current council members as well. Kristin Williams voiced her support for the suggestions to enhance the openness of the process and to increase prospects of identifying new candidates who are willing

to give up some time to help. It was generally agreed that these were good recommendations, and Dr Retter confirmed that he would take note of them for council to consider in its October meeting before the next AGM.

- 7.3 Janet Lash expressed her support for all the work done by CUCA Council and the time devoted by council members. In particular, she thanked Prof Soskice for her time and efforts.

## **8. Date of next Annual General Meeting**

- 8.1 Sunday 29 November 2020 at 12.00pm at Fisher House.

## **9. Any Other Business**

- 9.1 There was no further business. Prof Soskice concluded by thanking everyone for their time and work to support Fisher House.