ORDINARY GENERAL MEETING ACTION TRACKER (*wef meeting held 17th March 2021*)

| **Id** | **Description** | **Owner** | **Due date** | **Status** | **Commentary** |
| --- | --- | --- | --- | --- | --- |
| 17.03.10 | Move current documents to a new CRED Google drive with an email which exists. | SJW | 19/5/2021 | Open | 17.01.22 – Update – SJW – No conclusion yet – carry forward to next meeting.13.10.21 – Update – SJW – No conclusion yet – carry forward to next meeting.6.07.21 – Update – SJW – No conclusion yet – carry forward to next meeting.3.05.21 – Update – SJW – still working out if Google Drive or Dropbox is the best solution for longer-term document storage. Carry forward to next meeting. |
| 19.05.03 | SW to speak to Samuel at PSD to say that on the sizeable one-off donations coming in we will take no percentage but will keep the gift aid. | SJW | 21/7/2021 | CLOSED | 17.01.22 – Update – SJW – conversation not yet taken place – propose this item is closed and if/when any particular donations come through SJW will discuss with Samuel as to variance from standard 10% figure. **PROPOSE CLOSED.**13.10.21 – Update – SJW – conversation not yet taken place.6.07.21 – Update – SJW – conversation not yet taken place. |
| 20.10.01 | SJW to update the action tracker for changes agreed during meeting. | SJW | 22/01/22 | CLOSED | 17.01.22 – Update – SJW – all amendments completed. **PROPOSE CLOSED.** |
| 20.10.02 | All trustees to come back to SJW with any proposals re potential new trustees. | All | 22/01/22 | Open | 20.04.22 – Update – SJW – Samantha Murray to be proposed to trustees as new trustee wef 27/4/2022. **PROPOSE CLOSED**17.01.22 – Update – SJW – to date no new proposals received by SJW. |
| 20.10.03 | A number of minor amendments were identified to the trustees as needing to be made to the Annual Report document. SJW to arrange for the changes to be made and SJW and SB were authorised to sign-off the accounts. | SJW | 30/11/22 | CLOSED | 17.01.22 – Update – SJW – the necessary amendments were notified to the accountants the document updated. The document was then e-signed by SJW and SB and the final version of the document has now been filed with Companies House and the Annual return made to the Charity Commission.**PROPOSE CLOSED.** |
| 20.10.04 | Need identified by FIAM to get the school buses operational once more, the cost is £2,400. It was agreed that this be funded from Core funds, RH to arrange payment at the earliest opportunity. | RH | 31/10/21 | CLOSED | 17.01.22 – Update – SJW – payment made 01/11/21. **PROPOSE CLOSED.** |
| 20.10.05 | HH trip to Africa is scheduled for November and December, HH to provide Trustees with rough itinerary. | HH | 5/11/21 | CLOSED | 17.01.22 – Update – SJW – HH provided document to trustees. **PROPOSE CLOSED.** |
| 20.10.06 | HH to liaise with Tim H to get Foundation 4 Mining set up on the CRED website. | HH | 22/01/22 | CLOSED | 17.01.22 – Update – SJW – detail is now uploaded under partners page. **PROPOSE CLOSED.** |
| 20.10.07 | SB to discuss with Moses information from Chisomo in terms of COP 26 blogs. | SB | 22/01/22 | CLOSED | 17.01.22 – Update – SJW – needs to be followed up with SB at meeting. Action completed. |
| 20.10.08 | Following discussion on Families for Pakistan, HH to carry out due diligence on organisation and come back to trustees. | HH | 22/01/22 | CLOSED | 17.01.22 – Update – SJW – awaiting update from HH. HH suggests put on hold for time being. All agreed. |
| 20.10.09 | HH to present conference proposal to trustees meeting in January | HH | 22/01/22 | CLOSED | 17.01.22 – Update – SJW – update due from HH at meeting. **PROPOSED CLOSED.** |
| 22.01.01 | 2022 Annual Report the main text sections around partners need reviewing. HH to carry out review. | HH | 27/04/22 | Open |  |
| 22.01.02 | Need to discuss reserving policy at next meeting | SJW | 27/04/22 | Open | 20.04.22 – Update – SJW – due to time constraints a draft policy is yet to be formulated for discussion – c/fwd to next meeting. |
| 22.01.03 | Need to review pot balances for individual partners to ensure correct. SJW and RH to meet to discuss | SJW/RH | 27/04/22 | Open | 20.04.22 – Update – SJW – due to availability of both this has not yet happened – c/fwd to next meeting. |
| 22.01.04 | SJW to update the Donation and Gift Aid policy document to remove any specific names. | SJW | 27/04/22 | Open | 20.04.22 – Update – SJW – document updated and redacted version uploaded to policy repository on Google Docs. Updated version included as supporting paper for 27/04/22 meeting. **PROPOSED CLOSED.** |
| 22.01.05 | HH to send round itinerary for next trip to trustees. | HH | 28/02/22 | Open |  |
| 22.01.06 | All trustees to think about key note speakers for conference and forward suggestions to HH | All Trustees | 27/04/22 | Open |  |
| 22.01.07 | HH to add budget to conference proposal document | HH | 27/04/22 | Open |  |
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ORDINARY GENERAL MEETING DECISION LOG (*wef meeting held 17th March 2021*)

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| **Id** | **Description** | **Proposed** | **Seconded** | **Agreed** | **Date** | **Comments** |
| 2021.01 | To appoint Paget, Reid, York as accountants and independent examiner for CRED Foundation. | RH | NP | Unanimous | 17/3/2021 | Action 17.03.01 to put in place. |
| 2021.02 | Due to family and work commitments Paul Johnson has tendered his resignation as a Trustee with immediate effect. Accepted resignation of PJ | SJW | RH | Unanimous | 20/10/2021 |  |
| 2021.03 | Zac Cook was in attendance at the meeting and it was proposed that he become a trustee with immediate effect. The meeting endorsed his appointment with immediate effect. | SJW | SB | Unanimous | 20/10/2021 | SJW has update the registers at Companies House and at the Charity Commission to reflect these changes. The changes confirmed by the latest Confirmation Statement filed with Companies House on 12th January 2022. |
| 2022.01 | Donations policy was presented to the trustees (220122 item 4 - CRED general donation Gift Aid summary.pdf) | SJW | RH | Unanimous | 22/01/2022 | As requested by trustees a redacted version of the policy document has been created, is distributed as a supporting paper at the 27/4/22 trustees meeting and saved to the policy section on Google Drive. |
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