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 | 09.07.22 – Update – SJW – No conclusion yet – carry forward to next meeting  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. |
| 20.10.02 | All trustees to come back to SJW with any proposals re potential new trustees. | All | 22/01/22 | CLOSED | 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. |
| 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 | 09.07.22 – Update – SJW – SW and SM will review once finance hand over is complete and then bring proposal to next Trustees meeting in October.  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 | 09.07.22 – Update – SJW – this is being discussed by SJW/SM to ensure right figures are in place and understood, once review complete schedule will be shared with the Trustees as part of the fincne reporting going forwards.  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 | CLOSED | 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 | CLOSED | 21.02.22 – Update – HH – trip completed. **PROPOSED CLOSED.** |
| 22.01.06 | All trustees to think about key note speakers for conference and forward suggestions to HH | All Trustees | 27/04/22 | CLOSED | 21.02.22 – Update – HH – speakers now lined up. **PROPOSED CLOSED.** |
| 22.01.07 | HH to add budget to conference proposal document | HH | 27/04/22 | CLOSED | 21.02.22 – Update – HH – budget all agreed. **PROPOSED CLOSED** |
| 22.04.01 | SJW to inform Charities Commission and Companies House of the appointment of Samantha Murray as trustee/director | SJW | 13/07/22 | CLOSED | 09.07.22 – Update – SJW – both governing bodies were informed, Charity Commission on 22/6/22 and Companies House on 29/6/22. **PROPOSED CLOSED** |
| 22.04.02 | RH to complete the latest Gift Aid claim and submit to HMRC | RH | 13/07/22 | CLOSED | 09.07.22 – Update – SJW – Gift Aid claim submitted and funds received in the bank account on 17th May 2022. **PROPOSED CLOSED** |
| 22.04.03 | SJW to explore Stewardship monies not yet allocated. | SJW | 13/07/22 | CLOSED | 09.07.22 – Update – SJW – Stewardship account items reviewed and information sent to RH, all outstanding items now allocated. **PROPOSED CLOSED.** |
| 22.04.04 | HH to explore the carbon offsetting scheme further with Samuel Johns from PSD. | HH | 13/07/22 | Open |  |
| 22.04.05 | HH to contact Samuel Johns re the shortfall income paid due to difference between 5% and 10%. | HH | 13/07/22 | Open |  |
| 22.04.06 | NP and SB to develop a proposal regarding the setting up of partner agreements between partners and CRED Foundation. | NP/SB | 13/07/22 | Open |  |
| 22.04.07 | SJW/HH to discuss the fee for HH’s work preparing the CRED Partenr conference | SJW/HH | 13/07/22 | CLOSED | 09.07.22 – Update – SJW – discussion took place and the proposed figure of £3,000 was put to the trustees by email and unanimously agreed. Payment is now being set up. **PROPOSED CLOSED.** |
| 22.04.08 | SB to contact Links International for examples of policies that we need to create. | SB | 13/07/22 | Open |  |
| 22.04.09 | SJW/SM to work on the Finance policy (incorporating Reserving Policy). | SJW/SM | 13/07/22 | Open | 09.07.22 – Update – SJW – see update to 22.01.02 above. |
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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. |
| 2022.02 | Samantha Murray was in attendance at the meeting and it was proposed that she become a trustee with immediate effect. The meeting endorsed his appointment with immediate effect. | SJW | NP | Unanimous | 27/04/2022 | SJW has updated 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 29th June 2022. |
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