

Asthma UK is dedicated to improving the health and well-being of the 5.4 million people with asthma in the UK

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<b>Meeting:</b>	Asthma UK's Twenty-Ninth Annual General Meeting
<b>Meeting date:</b>	3 July 2018
<b>Venue:</b>	18 Mansell Street
<b>Present:</b>	<p><b>Members of the Lay Advisory Panel</b> Philip Seagrave (Chair and member of Asthma UK), Aaron Foulds</p> <p><b>Members:</b> Selina Thistleton-Smith</p> <p><b>Trustees (members of Asthma UK):</b> John Tucker (Chair) George Anson, Dr Paul Hodgkin, Katherine Morgan, Niren Patel, Prof. Ian Sabroe, Martin Sinclair, Prof. Sir Lewis Ritchie</p> <p><b>Senior leadership team:</b> Kay Boycott, Harriet Jones, Dr Samantha Walker</p> <p><b>In attendance:</b> Emma Rubach, Joe Aldrich</p>
<b>Apologies:</b>	<p><b>Trustees and members:</b> Jim Bowes, Jean-Francois Bessiron, Dr Yvonne Braun, Prof. Ian Hall</p> <p><b>Members:</b> Dr Bill Frankland, Prof. Duncan Harris, Tony Klug, Anna Hotley, Jane Tozer, Caroline Johns</p>

John Tucker welcomed all attendees to the twenty-ninth annual general meeting. He indicated that prior to the formal business meeting, presentations would be given.

Kay Boycott, Chief Executive, presented an overview of 2016 – 17, followed by presentations showcasing the work from the Research, Digital Health and Fundraising teams.

Harriet Jones, Director of Finance and Resources, presented the 2016 - 17 financial performance. Harriet noted that the financial reserve surplus (previously noted at the 2017 AGM) has been used to invest in new activities in digital health and develop new models of individual giving. She commented that for 2018 – 19, Council is giving careful consideration to the financial plan to ensure reserves are managed within target limits, including investment cases for the continued surplus.

Following the presentations, the Chair moved on to the formal business of the Annual General Meeting. He reminded all attendees present that only members can vote.

**1. Apologies for absence**

Apologies received are shown above.

John Tucker informed the meeting that 165 members had appointed him as their proxy.

**2. To approve the minutes of the AGM 2017 and matters arising**

The minutes of the 2017 meeting were approved on a show of hands at the meeting, 9 votes in favour, combined with the 165 proxy votes received in favour and no abstentions or votes against.

**3. To consider the accounts, balance sheet and auditors' report for the year to 30 September 2017**

The Chairman reminded everyone that there was no need for a formal vote as the accounts had already been approved by the Finance and Audit Committee and Council.

**4. To appoint Crowe Clark Whitehill as auditors and authorise the council to fix their remuneration**

Martin Sinclair, in his capacity as Chair of the Finance and Audit committee, briefly spoke to confirm the committee are very satisfied with the experience received during the annual audit process and are happy to recommend re-appointment.

This was agreed with 160 proxy votes in favour, 4 abstentions and 1 vote against. In addition, 10 people present at the meeting voted in favour.

**5. To elect trustees to fill vacancies on Council**

The Chair confirmed that the election of nine candidates for a three-year term had been uncontested. He took the opportunity to congratulate the newly elected trustees who comprised himself (John Tucker) George Anson, Jim Bowes, Jean-Francois Bessiron, Dr Paul Hodgkin, Katherine Morgan, Martin Sinclair, Prof. Sir Lewis Ritchie, Prof. Ian Sabroe. He also welcomed the new trustees that have been co-opted to the Board: Dr Yvonne Braun and Niren Patel.

For completeness, the Chair took the opportunity to reconfirm the structure of Council which can comprise of a minimum of 8 and maximum of 16 trustees, 10 of whom may be elected and 6 may be co-opted. Due to various retirements, re-election of current trustees and a resignation during the year, 9 elected positions became available, hence the total number for election at this year's AGM. He went on to thank the outgoing trustees; Kate Clarke, Mary Leadbeater and Jane Tozer and gave special thanks to Professor Rob Wilson for his service to the charity as Chair. He also thanked Matt Smith, who resigned in December 2017, for his contributions to Asthma UK during his term as trustee.

This concluded the formal business of the meeting.

Questions raised by members included a comment put forward by Prof. Duncan Harris, who had emailed his observations regarding the diversity of Council and had requested that his views should be raised at the meeting. Prof. Harris had expressed a concern the trustees proposed for election to Council did not provide sufficient diversity of gender (i.e. insufficient women) and ethnicity (i.e. insufficient BME trustees). He wondered if the recruitment approach should be reviewed for future recruitment to ensure a more balanced approach.

John Tucker observed that diversity does exist within Council and the recruitment philosophy is very much to pursue the optimum diversity (including skills, experience, ethnicity and gender). It is an ongoing challenge that is taken very seriously. He also clarified that the list of elected members did not include co-opted or continuing Trustees and the additional diversity they provide.

Kay Boycott, who had previously responded to Prof. Harris' concerns, informed those present that diversity had been actively considered by the Nominations Committee throughout the current round of trustee recruitment. This was mentioned in the recruitment pack and the recruitment channels included ones specifically targeting women. She noted that the pursuit of diversity is an ongoing task and one she sees very actively pursued by the Nominations Committee. For context she mentioned that the current Senior Leadership Team are all women.

The Chair drew the meeting to a close and thanked everyone for attending