

THE QUEEN'S COLLEGE OF GUYANA ASSOCIATION (UK)

(Registered Charity No 801250)

**(UNADOPTED) MINUTES OF THE
TWENTY-FOURTH POST-INAUGURAL ANNUAL GENERAL MEETING
HELD ON SATURDAY 10TH NOVEMBER 2012
AT THE GUYANA HIGH COMMISSION, LONDON**

1 PRELIMINARIES

1.1 Present

Non-Executive Officers

President Dr Neville O Linton in the chair.

Vice-Presidents Henry O Edwards and Ivor E Ying.

1.2 Management Committee

Dr Christopher J Chunnillall – Chairman J Mark Adamson

Mrs E Claire Carballo – Hon. Secretary Bruce M Nóbrega

Praveen D Hanoman – Hon. Treasurer Roderick A Westmaas

Co-opted members: S Mark D Dalgety, Dr Peter D Fraser and C Ian C Wishart (Asst Secretary).

Other Attendees

Six members and two guests as listed in the appended attendance sheet.

1.3 Apologies for Absence

David D P Debidin, Derek G Hugh, Miss Leila D Persaud, J R Gary Ramprashad, Andrew C Terrill and H Frederick Weston.

1.4 President's Introductory Remarks/Valete

The President welcomed those present with special reference to first-timers and guests. He then asked the meeting to stand and observe a minute's silence for those old students and members of staff known to have died since the previous AGM. The names were read out by Mark Adamson.

2 ADOPTION OF THE MINUTES OF THE TWENTY-THIRD POST-INAUGURAL AGM HELD ON 19.11.11

Noting that the minutes had been previously circulated, President asked for the motion for adoption. This was proposed by Peter Fraser, seconded by Claire Carballo and carried *nem.con.*

3 MATTERS ARISING

There were no matters arising.

4.1 MANAGEMENT COMMITTEE CHAIRMAN'S REPORT

4.1.1 Presentation

MC Chairman Chris Chunnillall presented his report, copies of which were before the meeting. [The Report is also available on the Association's website, qcoga.org.uk.] Key points were:

- ◆ 102 paid-up members and three honorary members as of 30.9.12.

- ◆ The Association hosted the ICQC Annual Business Meeting (ABM) and associated events over the weekend of 7th–9th October 2011. The Cultural event yielded a profit of £296; there was no overall profit or loss on the other events. Rod Westmaas was thanked for his efforts in organising the trip to Stone [birthplace of QC’s founder Bishop Austin] and the Cultural event, now a regular annual event.
- ◆ Current focus of ICQC is on Special Awardees Programme (provision mainly of lunch, textbooks and transport to needy students) and sports provision. Donations towards the former were: UK Assoc G\$293k (£1000), Toronto G\$300k, South Florida G\$200k, Guyana G\$380k. Expenditure on ten students in 2011–12 school year was G\$876k. Fund balance at end September was G\$1.3M.
- ◆ QCOSA is committed to improving fund-raising activities, but is short of active members.
- ◆ Ministry of Education has pledged G\$3M towards a new sports pavilion. Details awaited on arrangement for maintaining the ground.
- ◆ 2012 ABM was held in August in Toronto, and Chairman semi-participated using Skype. Toronto proposed to enhance academic assistance with particular emphasis on physics, triggered by a report by Clarence Trotz criticising the quality of teaching of that subject.
- ◆ £2062 spent on purchase and shipping of 910 school ties in October 2012 (expenditure in 2012–13 year).
- ◆ Fund-raising profits were well down compared with the previous year, including a loss of £118 on the Carnival Fête. It is intended to improve advertising for this event. However £1825 was raised following a special appeal to life members. A profit of £550 was made on the cultural event held in October 2012 (2012–13 year).
- ◆ *Newsletters* were published in December and June. Information on future events, and archival information are obtainable on qcoga.org.uk.
- ◆ Plans for October 2013 are: a Cultural Evening and ICQC reception on Friday 11th, a 25th QCA–BHSA anniversary dinner-dance on Saturday 12th and the ABM on Sunday 12th.

The report concluded by offering thanks to the High Commissioner for granting the use of the premises for our meetings, to the staff of the High Commission, especially Carl Browne, for their assistance, to The Bishops’ High School Alumni Association for their support of our joint ventures, to all supporters of the Association, to President Neville Linton for his advice and help, and to Committee members for their enthusiastic efforts throughout the year.

Chairman then went on to thank Rod Westmaas and his wife Juanita for organising a successful Cultural Evening in October, and also VP Ivor Ying for his presentation, for which Chairman had received requests for copies. He added that Life Member Neville Beharry, currently lecturing at the University of Guyana, was willing to provide feedback on the Clarence Trotz initiative.

4.1.2 Discussion

The President thanked MC Chairman for his report, and asked for comments and questions.

Ian Wishart said that with regard to the special appeal to life members, gift-aided donations would bring in a further £400, some of which had already been repaid by HMRC for the 2011–12 tax year.

Peter McLean suggested that an appeal similar to that made to life members of 10+ years standing be made to all members. After some discussion, with various suggestions as to how

the appeal should be made, President summed up by recommending that the new Committee take the matter forward.

ACTION: Committee

President thanked Ian Wishart for producing the *Newsletter*.

4.2 ADOPTION OF TRUSTEES' REPORT AND THE ACCOUNTS

4.2.1 Presentation

Treasurer noted that copies of the Independent Examiner's Report, the Trustees' Report and the Accounts and Notes thereon were before the meeting. He briefly ran through the reports explaining the contents under each heading. On the accounts, he explained that the improvement in the bank balance (£6872 compared with £4430 last year) was largely due to the special appeal to life members; net profit from fund-raising events, £1237, was down compared with the previous year's figure of £2304.

4.2.2 Discussion and Adoption

Ivor Ying asked what happens to the money QCOSA acquires from the sale of school ties. Ian Wishart explained that QCOSA would use the proceeds to fund the special awardees programme and other initiatives for the benefit of the school.

There being no further questions, President asked for a proposal for the adoption of the Report and the Accounts. This was proposed by Rod Westmaas, seconded by Claire Carballo and carried *nem. con.*

5 APPOINTMENT OF INDEPENDENT EXAMINER FOR 2012–13

Carl Warren had expressed his willingness to remain as Independent Examiner. The motion for his appointment was then proposed by Ivor Ying, seconded by Bruce Nóbrega, and carried *nem. con.*

President expressed his thanks to Carl for his work.

6 PROPOSED AMENDMENTS TO THE CONSTITUTION

Copies of the constitution with the proposed changes shown shaded/struck out were before the meeting. Ian Wishart explained the reasons for the changes as outlined below.

- ◆ In Clause 2, Object, the addition of the words "and to provide relief to poor students at the **College**, either generally or individually, through the provision of goods, grants and services" is necessary to regularise the position whereby the Association supports QCOSA's Special Awardees Programme. The wording has been approved by The Charity Commission.
- ◆ The Commission has no objection to the other changes which do not require its approval.
- ◆ In sub-clauses 3.1 to 3.3 "pupil" is replaced by "student" to be consistent with clause 2.
- ◆ In 4.4 the requirement for holding the first post-AGM committee meeting is extended from 14 to 21 days as the former time frame was found to be too restrictive.
- ◆ Regarding 4.5 and 5.1 (vi), the original Constitution did not state how Trustees were to be appointed. The Charity Commission therefore considered the elected committee members to be the Trustees. Furthermore, the Commission's rules permit the Committee to appoint Trustees. Hence the proposed changes.

- ◆ The opportunity is taken to re-number 5A (Financial Year) as 6. All subsequent clauses are therefore re-numbered. (The new numbering is used below.)
- ◆ 7.2 and 9.5 now recognise the advent of email.
- ◆ Current legislation does not require a full audit of the accounts for charities of our size, but does require the appointment and services of an 'Independent Examiner'. The amendments to 7.4 (iii) & (iv) recognise this and also allow for any future changes in legislation.
- ◆ Other minor changes are straightforward.

There being no questions, President invited a proposal for the adoption of the changes. This was proposed by Rod Westmaas, seconded by Mark Dalgety, and carried *nem. con.*

7 ICQC MATTERS

7.1 Presentation

MC Chairman said ICQC matters had been largely covered in his earlier report. However as Rod Westmaas had visited the school on 6th November, he was invited to give his views on the conditions he found there. Rod said he had been welcomed by one of the senior teachers, and two prefects were deputed to show him around. Key points were:

- ◆ Shelves needed in the library.
- ◆ Absence of historical information; no school magazines prior to the 1950s.
- ◆ No stools in the labs; students have to stand during classes.
- ◆ Only five microscopes in use in the biology lab – the rest need new bulbs.
- ◆ Several padded chairs in the auditorium were damaged and not in use. The auditorium itself was very hot, with an inadequate number of fans.
- ◆ Table tennis tables were balanced on broken chairs.
- ◆ The sports ground was in good condition. Athletic sports were held there earlier this year.
- ◆ There is a drive to get a new pavilion.
- ◆ Prefects were helping to teach.
- ◆ The computer lab was in good condition.
- ◆ Despite the conditions, the overall school spirit was good.

7.2 Discussion

Ian Wishart said he would attempt to source bulbs for the microscopes we had supplied.

ACTION: IW

Peter Fraser said the government had allocated G\$3M in last year's budget towards building the pavilion. This had not been spent, and it was fortunate that the amount had been re-allocated this year as the normal practice was to claw back unspent funds. As it did not look as if the money would be spent this year he wondered whether the funding would be lost. Ian Wishart said that plans for the pavilion had been received, but the costing did not appear to include services such as electricity, water and sewage disposal. Peter confirmed that the plans had been sent to all "Chapters". The consensus of the meeting was that the plans, which included dormitories, were too elaborate and the finished building could invite squatters. Would not a covered stand be more appropriate?

Other points were:

- ◆ QCOSA members need to be more proactive. Local alumni need to be tapped for support.
- ◆ A regularly updated inventory of requirements should be submitted to Chapters.
- ◆ Joseph Le Roi-Smith suggested repairing or replacing the chairs, the former being preferable as it would employ local labour. Ian said we were unlikely to be able to fund this at the moment.

8 ELECTION OF THE PRESIDENT

President relinquished the chair to MC Chairman who announced the Management Committee's proposal that Neville Linton be re-elected President. He reminded the meeting that nominations could also be made from the floor. There being none, Neville was duly elected by acclamation and resumed the chair. He thanked the meeting for re-electing him.

President announced that he had sold copies of a novel by alumnus Noel Bacchus, who lived in New York, and that Noel had kindly agreed to donate the proceeds of the sales, £40, to the Association.

9 APPOINTMENT OF VICE-PRESIDENTS

President announced that the Management Committee proposed that all existing Vice-Presidents be re-appointed. This was agreed by acclamation. The VPs are:

John O V Rafferty, MBE (immediate past president)
Lloyd E Bascom
Brigadier David A Man
Sir Shridath S Ramphal, GCMG, OE OM(Jam), OCC
M Trevor Phillips, OBE
Henry O Edwards
Derek G Hugh
Ivor E Ying
J R Gary Ramprashad.

10 ELECTION OF THE MANAGEMENT COMMITTEE

It was noted that Claire Carballo, Chris Chunnilall and Bruce Nóbrega were ineligible for re-election under the three year rule. Seven persons were to be elected, and each member had seven votes. Juanita Westmaas agreed to be teller. President then called for nominations. These were [**candidate** (proposer, seconder)]:

Ian Wishart (Mark Adamson, Claire Carballo)
Mark Dalgety (Praveen Hanoman, Ivor Ying)
Roderick Westmaas (Mark Dalgety, Bruce Nóbrega)
Praveen Hanoman (Mark Dalgety, Claire Carballo)
Mark Adamson (Ivor Ying, Claire Carballo)
Peter Fraser (Claire Carballo, Rod Westmaas)
Leila Persaud (Chris Chunnilall, Mark Adamson)

Chris confirmed that Leila was willing to stand.

There being no further nominations, President declared the above seven returned unopposed, and thanked Juanita for her assistance.

11 ANY OTHER BUSINESS

Sponsoring Proposal

Mark Dalgety outlined his proposal, printed copies of which were before the meeting. The aim is to encourage individuals – members and non-members – to make regular donations to sponsor a school club or activity, or individual students in need of funding for activities in which they demonstrate a "passion to succeed". QCOSA would be asked to identify suitable recipients; alternatively students could be allowed to apply for sponsorship themselves. The standard sponsorship period would be a school year.

The proposal generated an intense debate in which the pros and cons were aired. There was a risk that sponsored students could cause envy. Expenditure would have to be properly controlled. However the consensus was that the idea should be pursued, and President recommended that it be taken up by the new Committee. **ACTION: Committee**

12 CLOSURE

Chairman thanked those present for their attendance, the High Commissioner for the use of the premises, and last year's Committee for their work. The meeting was brought to a close by the singing of the two verses of *Carmen Collegii Reginae*.

Prepared by _____ (outgoing) Asst Sec.
(C I C Wishart)

Adopted _____ President Date _____
(N O Linton)

ATTENDANCE REGISTER

Officers of the Association

Twelve Non-Executive and Executive Officers as listed in the Minutes.

Members and Guests

Mrs Patricia F Brewster
Joseph Le Roi-Smith
Peter E McLean
Colin G McWatt

E L (Ted) Murray
Ms Joan Plummer (guest, part time)
Michael J Sharples
Mrs Juanita Westmaas (guest)