

ANNUAL GENERAL MEETING

7 November 2020

	Attendees:	Role	
Trustees:	Roberta Beaton	Chair	RB
	Dana Lapidot	Data Protection	DL
	Sharon Bairstow	Membership	SB
	Sarah Parish	Governance	SP
	Robert Lewinton	Finance	RL
	Eddie Longworth		EL
	Catherine Woolfe	Marketing and Comms	CW
	Richard Barlow		RB
Independent Chair	Martyn McCarthy	Independent Chair	MC
SMT	Patrick McGeough	CEO	PMc
	Emma Millward	Head of Dance	EM
	Lin McGeough	Operations Manager	LM
Staff	Keith Wilding	Finance Officer	KM
Ambassador	Maggy Piggott		
Minutes:	Julia Eacott	Board Secretary	

Confirmed Membership Attendees:

Jane Hambling	Cha Cha Chairs
Louise Bowman	Impetus dance Community Interest Company & BCDP Welsh Para Dance Club
Katie Goodwin	West Oxfordshire Wheelchair Dance
Tracy Levy	Exercise with Tracy
Gary Lyness	Strictly Wheels
Paula Moulton	Strictly Wheels
Jennie Bouron	Twirlers Wheelchair Dance Group,
Winston Hendrickson	Socasalsa
Helen Mason	Freewheelin
Rebecca Fowler	Freewheelin
Katie Stevens	Freewheelin
Lisa Welsh	Freewheelin
Kerry Castle	BCDP Para Dance Club Wales
Diane Carter	BCDP Para Dance Club Wales
Robin Johns	BCDP Para Dance Club Wales
Elizabeth Rae Large	West Oxfordshire Wheelchair Dance

AGM MINUTES

7 November 2020

Speaker	Notes
RB	<p>Welcome everyone to Para Dance UK Annual General Meeting.</p> <p>Today you will hear more about who we are, what we do, our achievements and accounts for the year 2018-19. How we responded to the challenges of coronavirus and the outcomes of the National Representative vote.</p> <p>We have tried to make this meeting as inclusive and equal as possible for all attendees.</p> <p>For equality purposes, and to be fair to people who may be attending with a disability, we asked for questions and declarations of any of business in advance of the meeting. We have compiled today's presentation using these questions as our guide as to what associate members would like to hear today.</p> <p>We welcome additional questions on anything you hear at today's meeting, please post these in the comments box and we will share responses with all our members following the meeting. To ensure that we can run to time, we will be unable to answer additional questions during the meeting.</p> <p>Finally, I ask that everyone is respectful of one another and that we are kind to each other during the meeting.</p>
RB	<p>Today's Agenda is:</p> <ol style="list-style-type: none">1. Welcome2. Who we are3. Para Dance UK Overview4. Finance Update5. Para Dance UK and Covid Impact6. Plans for 2020-20217. Announcements8. National Representative Vote Outcome9. Questions from the Members
	<p>Before we do the roll call and formal introductions, I would just like to cover a bit of housekeeping for how the meeting will run.</p> <ul style="list-style-type: none">• This is our first AGM held remotely, and we ask you to be kind if we are still finding our way.• We will automatically mute everyone to reduce any interference in the audio• We can confirm that this session will not be recorded, but our wonderful secretary, Julia will be taking minutes which will be shared after the meeting.• We will take a break around noon for 10 minutes.• We will attempt to answer as many questions during the meeting as we can, many of the answers will be covered by presentation topics• If you cannot post questions in the chat box, please email us after the meeting at secretary@paradance.org.uk or call 0300 111 3045
JE	<p>The roll call of attending members. (See above)</p>

RB	<p>Over the past 18 months, we have had several changes to the people working with or supporting the Para Dance UK. So, let me take a moment to introduce you to everyone:</p>
	<p>Introduction to the Board of Trustees</p> <ul style="list-style-type: none"> - Sharon Bristow - Robert Lewinton - Dana Lapidot - Sarah Parish <p>And the new members of the Board of Trustees who formally joined the board in November 2020:</p> <ul style="list-style-type: none"> - Eddie Longworth - Catherine Woolfe - Richard Barlow <p>We also have our brilliant board secretary, Julia. We would like to confirm that Julia is not a trustee but supports us with administration and governance.</p>
	<p>Before I hand over to Patrick to introduce our staff, I wanted to pick up a couple of questions we were asked:</p> <p>Firstly, our AGM paperwork stated that we have 5 trustees and 4 'on boarding' trustees. On boarding simply means that we recruited new people and they were being introduced to Para Dance UK.</p> <p>Whilst a trustee is going through induction, they are not a fully-fledged trustee with decision-making powers. Induction takes 3 months, and at the end of this period we ask people if they still want to be a trustee, now they have got to know us and understand the time commitment. Experience tells us that not everyone still wants to be a trustee once they understand the commitment needed to support a growing charity.</p> <p>In this case, 1 on boarding trustee decided to take a different role as it offered more flexibility. This means we have now reached our full quota of trustees.</p> <p>2. We were also asked about the high turnover of trustees. Sadly, over the past couple of years, we have had trustees step down for several personal reasons including serious illness, relocating abroad and change of circumstances such as different day job or increasing family commitments. Trustees are voluntary roles, and we would rather have someone who can commit to us rather than someone struggling to juggle too many things.</p> <p>What the annual reports do not show is that many of these people take on a different role within the charity which is a more flexible commitment. As we go through the following slides, you will notice a few familiar names.</p> <p>I will now pass over to our Chief Executive Officer, Patrick to tell you about our staff, key advisors, and patrons.</p>
PMc	<p>Thank you, Roberta.</p> <p>The Para Dance UK community is always growing and developing, and this is the same for our operational staff. Our Senior Management Team (SMT) has not changed and is made up of</p> <p>SMT</p> <ul style="list-style-type: none"> - Patrick McGeough (CEO) Voluntary - Emma Millward (Head of Para Dance / National Dance Manager) - Lin McGeough (Operations Manager)

Staff

We continue to have an amazing team of staff working to deliver projects, supporting the membership, and looking to develop new opportunities and partnerships. This includes:

- Selina Johnson (Children's Officer)
- Claire Tracey (Para Dance Sport & Activity Co-Ordinator)
- Keith Wilding (Finance and Fundraising)

We have now expanded the team to include:

- Victoria Heales (Activity & Project Coordinator)
- Samantha Parry (Office and Project Manager)

Existing Advisors

We continue to have amazing support from our Advisors:

- Martyn McCarthy (Independent Chair)
- Dr Amal Hassan (Head of Classification & Anti-doping)
- Louise Sampson (Head of Adjudication)
- Vera Randall Noyce (DanceSport Advisor)
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We are excited to announce a new Advisor - Vijay Assani who will be supporting us around Governance and Strategy

Existing Ambassadors

We continue to be extremely proud to have the support of some amazing Ambassadors, all of whom bring their own skills and experience to help promote, develop, and engage Para Dance UK within their own relevant fields:

- Helen Jackson
- Trishna Bharadia
- Chrissie Kimmons
- Adam Edwards
- Philip Wylie
- Dr Richard Weiler

New Ambassadors

I am pleased to confirm that we have extended this family to include:

- Maggy Pigott
- Marco Bonini

Patrons

I would like to say a big thank you for the continuing support of our patrons.

PMc

What we do

We just wanted to give a bit of a reminder about the range of work we do. There are 4 main areas that the charity works within. These are:

- **Community** – we work across social care, health care, education, and within community settings to provide bespoke workshops and programmes
- **Learning** – we deliver dance courses such as inclusive dance training and provide dance classes for people who want to compete, instruct, or have fun.

	<ul style="list-style-type: none"> • Professional – creating performance works to showcase and athletic development for the National Team • Voice – we are the national governing body for Para Dance Sport in the UK. <p>Our remit is UK wide.</p>
<p>See:</p> <p>PMc</p>	<p>Slide 14: Types of Activities</p> <p>This gives you a flavour of some of the activities.</p> <ul style="list-style-type: none"> • Instructor training • Para Dance sport • Disability Awareness • Exhibitions and talks • Governance of Para Dance sport in the UK • Inclusive dance sessions • Competitions • Online videos • Athlete support and talent pathway • Para Dance Games • Workshops • Dance days
<p>PMc</p>	<p>Sectors we work in</p> <p>If we had to describe what we do, there are 2 key sectors we work within to support the disability community:</p> <ul style="list-style-type: none"> • Inclusive dance within the community • Para dance sport <p>What connects these sectors is wellbeing, health, exercise, and movement.</p> <p>This puts us in a unique position to work with a range of people and provide opportunities for people with disabilities, both in the inclusive dance space and within Para Dance sport. Often an interest in inclusive dance leads to an interest in Para Dance Sport and becoming an athlete.</p> <p>Another question we were asked is whether there are plans to separate inclusive dance work from Para Dance Sport work by creating 2 separate bodies.</p> <p>We have considered this but have no plans to do this as Para Dance Sport activities are notoriously difficult to fundraise for in their own right. By packaging this with our inclusive dance work, we can persuade funders of the benefit of both areas and how they complement one another.</p> <p>Without doing this, we would have to charge substantial membership fees which would mean some people would be excluded from Para Dance Sport which goes against our ethics.</p>
<p>PMc</p>	<p>Our Ethical Framework</p> <p>Here is a brief reminder of our ethical framework. Individuals are at the heart of everything we do. We have four key ethical areas:</p> <ol style="list-style-type: none"> 1. Safety – people can enjoy dance, which is safe, tailored and considers their accessibility needs 2. Equality – everyone will have equal access to the opportunities we provide. 3. Dignity – people will feel valued, respected and given choice. 4. Fun – people can socialise, have fun, and build friendships.

	This underpins everything we do.
RB	<p>How we make decisions</p> <p>We have tailored this section of the presentation to answer several questions regarding how decision-making works and the content of our governing document.</p> <ul style="list-style-type: none"> • We are a charitable company (a charity limited by guarantee). This means we are subject to Charity Law and Company Law. • Our main objective is the relief of people with disabilities through dance and dance sport. • Our governing document describes 2 types of members. <ul style="list-style-type: none"> ○ Members – these are the charity trustees ○ Associate members- these are beneficiaries and wider supporters of Para Dance UK • Our governing document is called the ‘Articles of Association for a Charitable Company’. This document states our rules and says that our members are the charity trustees. This means that trustees make decisions on behalf of Para Dance UK and together, vote on key decisions. • Under charity and company law we keep detailed records of who our members are (in this case, our trustees) and you can find full details registered at the charity commission and companies’ house. • We make sure that our trustees have the right skills and knowledge. We do this by having a full recruitment process and 3 months of induction. The main role of trustees is to make good decisions regarding our plans, how our money is spent and being accountable for delivering our charity purpose. They do not need to be subject matter experts in all aspects of dance as we use advisors and specialist to guide us.
RB	<p>So, who are our associate members? This was a key question submitted to us. They are the membership – that is you. Our articles describe 3 main groups:</p> <ul style="list-style-type: none"> • Affiliative Para Dance UK Instructors - Instructors who have completed our Inclusive Dance Training (IDT) and signed up to our affiliation service. • Registered Competitive Members - Dancers (people with and without disabilities) who have signed up as athletes. • Supportive Members - People who are interested in Inclusive Dance, Para Dance Sport or disability (this is a mixture of people with disabilities, people who support people with disabilities, volunteers, partner organisations, sector influencers and the general public with an interest in Para Dance UK). <p>We hold a register of all our associate members, and we collect relevant information depending on what services people will use. For example, an instructor will need to provide more personal details as we need the information to do a disclosure and barring service (DBS) check as a requirement to be an affiliated instructor. In comparison, a Supportive member may need to provide less information as we do not need all this information for them to support us. The level of information and data we hold need to be appropriate for the service someone uses.</p>
RB	<p>Our Articles of Association for a Charitable Company state that our Trustees (members) have given the power to our Associate Members to vote for their national representative (clause 18a). This is the only power given to associate members.</p>

	<p>Trustees are obligated to consult with Associate Members on critical matters to seek your views before a final decision is made by the trustees (clause 18b).</p> <p>We will consult when:</p> <ol style="list-style-type: none"> a. Amending the Memorandum and Articles of Association b. Amalgamating or transferring Para Dance UK to another charity (mergers and acquisitions) c. Or winding up or dissolving Para Dance UK <p>All other decisions (such as agreeing the accounts) are the responsibility of the trustees within our governing document.</p> <p>Legally, associate members have no constitutional powers within charity or company law (clause 17b).</p> <p>The full Articles of Association can be found on our website.</p>																		
PMc	<p>Our Achievements 2018-19</p> <p>Now to talk about our achievements from 2018 to 2019.</p> <ul style="list-style-type: none"> • We held our 8th National Championship in Bristol - 2019 • In partnership with Leonard Cheshire Wales running Strictly Cymru • Supported by Katya and Neil Jones and Bush and Co we raised £4,000 for Para Dance UK • Continue to support and Develop the 11 million reasons to Dance National Network • We ran our first Para Dance Games with Alexandra Palace and London Youth Games with over 15 schools taking part • Our CEO was nominated for Points of Light Award • First Amputee National Dance Day with Limb Power • Completed a significant internal improvement project around governance and decision-making • We were nominated for the One Dance UK Community Award - 2019 • We achieved the Charity in Excellence Framework-2019 																		
PMc	<p>Our work in numbers.</p> <table border="1" data-bbox="236 1563 1283 1962"> <thead> <tr> <th>Activity</th> <th>2017-2018</th> <th>2018-2019</th> </tr> </thead> <tbody> <tr> <td>Number of participants interacted with</td> <td>3800</td> <td>4560</td> </tr> <tr> <td>Number of dance activities per year</td> <td>120</td> <td>871</td> </tr> <tr> <td>Instructors trained</td> <td>51</td> <td>53</td> </tr> <tr> <td>Retained affiliated instructors</td> <td>40</td> <td>34</td> </tr> <tr> <td>Competitors</td> <td>51</td> <td>65</td> </tr> </tbody> </table>	Activity	2017-2018	2018-2019	Number of participants interacted with	3800	4560	Number of dance activities per year	120	871	Instructors trained	51	53	Retained affiliated instructors	40	34	Competitors	51	65
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RL	<p>Finance</p> <p>Robert is a Chartered Accountant, he qualified in May 1974.</p>																		

	<p>Between 1970 and 1977, Robert worked with a medium sized firm of Chartered Accountants largely working on a variety of audits including J Sainsbury and Fiat UK.</p> <p>On leaving the auditing profession, he spent the rest of his career working in financial management roles. He retired in April 2017 and shortly thereafter joined Para Dance UK as a trustee.</p> <p>Robert has spent a lot of time preparing regular management accounts and also working with the Examiner in the preparation of the 2016-17 and 2017-18 Annual Accounts for filing at Companies House and The Charities Commission.</p>
See:	Slide 26 – Our financial year - Our annual accounts
RL	<p>Our financial year runs from 1 August to 31 July. We get 9 months to file our annual accounts with the Charity Commission (which are due by May) and 12 months since last filing to submit to Companies House (which again are due by May).</p> <p>The preparation of the Annual Accounts was delayed by Covid-19, but the accounts were filed at Companies House and the Charities Commission in July 2020 without any penalties.</p> <p>(Note added after the meeting by the Chair: The final preparation of the 2018-2019 annual accounts were delayed for two reasons. Firstly, we planned to file later in the year to allow us time to find a new external examiner, and to give them time to examine the accounts (this was a planned delayed). Secondly, as we were moving into the final stages of preparation/examination, Covid 19 struck and we had to focus our attention on the emergency response (this was unplanned).)</p> <p>The accounts were signed by Patrick McGeough as CEO, Roberta Beaton as Chair of the Board of Trustees, and me as Financial Trustee and approved for filing by the Board of Trustees. They were agreed by the Board of Trustees before signing.</p> <p>The accounts are prepared, in line with Accounting Standards and reports restricted and unrestricted transactions separately.</p> <p>Any balance of restricted income not spent within the year is carried forward into reserves the following year with the consent of the funder or repaid to the funder. Restricted funds cannot be transferred to unrestricted funds because the funder has told us exactly how the money can be spent.</p>
PMc	<p>A correction for the record - In the annual report and accounts:</p> <p>We have been informed of a point of inaccuracy within the annual report of the trustees within the 2018-19 Annual Accounts.</p> <p>This was related to page 4 paragraph 2 which incorrectly stated that the longest-serving trustee was the chair at 4.5 years.</p> <p>Roberta Beaton was recruited in August 2016 and confirmed as a trustee at the EGM held on 10th December 2016. She has served 3 years and 11 months (up to 10th November 2020). Within the reporting period of 2018-2019 (up to 31 July 2019) she would have served as a trustee for 2 years and 7 months.</p> <p>She has been involved with Para Dance UK for a total of 4 years and 2 months.</p>

	<p>We have contacted the Charity Commission regarding this. They have confirmed that they are happy for the annual report and accounts to stand with the correction recorded within minutes of this AGM.</p>
RL	<p>Financial Controls</p> <p>Any small organisation (turnover of £140k in 2018-19) needs to ensure that there are controls in place to protect the assets of the organisation and to also to ensure the liabilities are correctly reported.</p> <p>Monthly management accounts with relevant notes are produced and the trustees receive these accounts every quarter.</p> <p>An additional element of control is produced by a part-time bookkeeper who issues a monthly detailed bank transaction report to me and Patrick as CEO for approval.</p>
RL	<p>Examiner:</p> <p>It became clear when producing the 2016-17 and 2017-18 accounts that Para Dance UK needed to change external Examiners, and following discussions with SMT and Trustees it was agreed that the following factors were important:</p> <ol style="list-style-type: none"> 1. Para Dance UK needed a local Examiner as the existing Examiner was based in Cornwall. 2. We needed to find a firm of Chartered Accountants rather than an Accounting Technician. 3. The firm of Chartered Accountants would need to have experience of the Charity Sector <p>We interviewed 4 firms of Chartered Accountants all with local offices, and we selected Mercer and Hole, a medium-sized firm with 4 offices, London, St Albans, Rickmansworth, and Milton Keynes. They have a Charity sector within their business, and the relevant experience we were looking for.</p> <p>The balance sheet and profit and loss account can be found within the Annual Accounts for 2018-19.</p>
RB	<p>We received a number of technical financial questions which have not tried to answer today. These will be answered on the questions and answers sheet which will be circulated to the membership after this AGM (within 1 month of the meeting).</p>
RB	<p>Our response to coronavirus challenges we faced</p> <p>Our whole service model changed overnight; this change meant we needed to consider the following things</p> <ul style="list-style-type: none"> • We usually deliver our services face to face. Overnight this was no longer possible, and we had to consider how we could provide services in a different way. This meant thinking about how to respond to the lockdown and what social distancing would mean in the medium to longer term. • What the impact would be for safeguarding if we delivered services online. • How we could delivery services directly to people with disabilities.

	<ul style="list-style-type: none"> • What the impact on our partners was and whether they would still be able to work with us, as the arts and culture sector shut down overnight. • We were in a transitional year between funders and already had pressures within the budget. We had to think about how we could secure our finance. • Loss of income – all contracts and agreements were cancelled or suspended. Again, we needed to think about our financial security. • Protecting staff and volunteers and service users - shielding members of our SMT and volunteers, cancelling face to face delivery, supporting staff and volunteers who suddenly had additional caring duties whilst schools are shut, protecting the health and wellbeing of everyone as they adjusted • Para Dance Sport was suspended so we had to think about what we could do in the short, medium, and longer term.
RB	<p>What we did:</p> <ul style="list-style-type: none"> • Ensured that staff and volunteers were safe – (especially for higher-risk members of the team) from Covid 19. We implemented working from home and ensured people could work. • Ensured compliance with our ethical framework for service delivery (Safety, Equality, Dignity, Fun) • Secured emergency funding to keep our doors open. An important aspect of this was not furloughing our staff and ensuring that we could continue to pay them • Agreed how we could diversify what we deliver with a direct focus on delivery to people with disabilities • Ensured as a charity and NGB that we meet industry expectations (e.g. safeguarding, data protection and security, quality, securing music licencing etc)
RB	<p>Funding</p> <p>Funding was a major priority. I am pleased to announce that we have raised over £400,000+ to help us adapt our services and change how we work whilst we socially distance.</p> <p>A massive thank you to the team doing this whilst facing such uncertainty.</p> <p>(Note added after the meeting by the Chair: this funding will allow us to adapt and change our services to be delivered safely online, provide regular dance videos for people with disabilities, and help us to cover core costs. We are also looking for way to support our affiliated to provide services online.)</p>
RB	<p>Membership engagement and communication</p> <p>We realised we could not rush out content, as this could have meant that we did not meet our ethical commitments. We also wanted to make sure that our engagement with members was meaningful and had impact rather than a short activity with limited response. We did do was:</p> <ul style="list-style-type: none"> • Free weekly pre-recorded dance activity films for people to keep active in their own homes • Dance Away Isolation Campaign through the medium of TikTok. In total we had 22 people take part! • Regular newsletter and social media information about free activity that members can take part in locally.

	<ul style="list-style-type: none"> Partnered to offer free remote live sessions through Leonard Cheshire, SENSE and Harrow Arts Centre. Did not furlough staff to ensure that we had staff on hand to reach out to our community. April 2020, we have supported around 40 individuals (not including Affiliated Instructors)
RB	<p>Instructor Affiliation and Support Services</p> <p>It has certainly been a difficult few months for our instructors and their athletes. Social distancing and shielding have made it nearly impossible to get back in the studio in any meaningful way.</p> <p>We have tried to offer a range of support whilst struggling to keep our doors open. We offered:</p> <ul style="list-style-type: none"> A refund of 2020 affiliation fees for instructors who that confirmed they wanted it back. A total £500 refunded. Free insurance and affiliation services for all instructors since March 2020 until April 2021 (£15,000 cost of support). Regular emails and social media updates with information and signposting to Government guidance from the 4 countries of the UK. Working internationally, nationally, and locally with key agencies and partners to identify support or clarify guidance and rules. New content and materials that instructors could use to deliver online activity to their own communities. So far 10% of instructors accessed these materials. “Return to Play” guidance for Inclusive Dance or Para Dance Sport. We worked with industry partners to make sure we were being consistent with what they were doing. Staff were not furloughed to ensure that we had staff on hand to reach out to instructors. Since April 2020, 6 instructors have asked for support. We sent a survey to instructors to find out what was happening or what support instructors wanted. Out of the 112 instructors affiliated at the time of receiving the survey, 12 people responses back.
RB	<p>Core activities – training and competition’s</p> <p>Inclusive Dance Training (IDT) & Para Dance Sport Training (PDST) The priority has been to review and update the IDT course to be delivered online by the end of 2020. The PDST will be reviewed as soon as the IDT course is complete.</p> <p>National Championships</p> <ul style="list-style-type: none"> The 2020 National Championship was cancelled. We celebrated the planned day by providing links to a film celebrating Para Dance Sport, encouraging instructors to link with their competitors and individuals to get involved. 2021 Championship – dependant on restrictions
RB	<p>National Team</p> <ul style="list-style-type: none"> We invested £5000 of unrestricted funds to support the National Team. This was spent on attending competitions, staff time and other activities to support the National Team, which is made up of our athletes Paula Moulton and Gary Lyness.

	<ul style="list-style-type: none"> • Since March 2020, all IPC and International Championship has been cancelled or postponed due to coronavirus. The European Championship set for December 2020 has now been cancelled as well. • We look forward to 2021 when we hope the restrictions are lifted to re-start training and development of the National Team
RB	<p>Community Delivery</p> <ul style="list-style-type: none"> • Dance videos: Over 150 dance videos to the disability community & PD-UK members. Covering CPD, Movement to Music and Genre specific classes. Keeping everyone active. • Live sessions: 23 remote live sessions to the disabled community across the UK working with Partners such as UK Active, Hanover Anchor, SENSE, and Back Up Trust. • Partnerships: Working with partners UK Active, we delivered one national dance day attended by over 1000 people, a local dance day at Harrow Arts Centre attended by over 60 people and one with Disability Warrington. <p>We have plans to continue to develop and grow all three areas to ensure everyone can keep active whilst socially distancing</p>
RB	<p>Where are we now</p> <ul style="list-style-type: none"> • The emergency over – we have now stabilised the charity. • Our recovery is on track – we have begun rebuilding and engaging our members and continue to support our community and adapting our services • Our next step is long term planning – we have started planning the next steps and thinking about the next 12 to 18 months ahead.
RB	<p>What about the new lockdown?</p> <p>We understand there is a lot on uncertainty and the Senior Management Team and Trustees are working to ensure that our membership can keep as active as possible via remote and pre-recorded classes.</p> <p>We will continue to ensure that as soon as we know any information our membership will be informed.</p> <p>At this point, I want to pay tribute to the senior management team, our staff, our supporters, our volunteers, and the board. Without your grit, determination, and a few laughs along the way, we would not have got through the last 6 months. You truly are credit and I thank you for hanging in there when some many other charities have folded.</p> <p>I would also like to pay tribute to our membership who have continued to work with local groups and communities and keep the mantra that '#Everyonedance' alive during these difficult times. Thank you for continuing to be part of the Para Dance UK community.</p>
See:	<p>Our plans for 2019-21</p> <p>We know we are on a long road to recovery and we want to ensure that this is a stable and engaging road ensuring that the ethics and principles are embedded, this is why we shall.</p> <ul style="list-style-type: none"> • Continue recovery from Covid-19

	<ul style="list-style-type: none"> • Deliver work promised to our funders (community engagement/dance videos / upskilling instructors to deliver remote services) • Induct the National Representative and get their support to plan for 2021-20 • Review our service delivery model in the medium and longer-term • Develop longer terms plans with input from associate members and partners • Review and consult with associate members on our memorandum and articles of association • Plan for our national championships (remote or face to face) • Plan our Para Dance Sport priorities • Secure longer-term funds
PMc	<p>Announcements and Remembrance - It is with great sadness that I have several remembrance announcements:</p> <ul style="list-style-type: none"> - Kelly Jackson - Eileen Dwyer - Madeline Harding - Dave Toole - <p>(1-minute silence held for everyone we have lost)</p> <p>We cannot list all who have left our community, but we will hold all of them in our memory.</p>
PMc	<p>National Team Results</p> <p>Congratulations to Paula Moulton and Gary Lyness in the year 2018</p> <p>WPDS Ranking 2018 World Ranking – Latin Combi 2 – 8th place. Freestyle Combi 2 – 7th place. European Ranking – Latin Combi 2 – 6th place. Freestyle Combi 2 – 6th place.</p> <p>Results 2018</p> <p>Para Dance Sport European Championships</p> <ul style="list-style-type: none"> - Freestyle Combi 2 - 4th place. - Latin Combi 2 – 5th place <p>Malta Open</p> <ul style="list-style-type: none"> - Combi Latin 2 – 1st place, - Freestyle Combi 2 – 1st place <p>Gay Games – Paris</p> <ul style="list-style-type: none"> - Freestyle – 1st place <p>Para Dance Sport Polish Open</p> <ul style="list-style-type: none"> - Freestyle Combi 2 – 4th place. - Latin Combi 2 – 6th place <p>Para Dance Sport Mainhatten Cup – Latin Combi 2 – 10th place</p>
PMc	<p>Big Give Campaign</p> <p>We have been selected to support the Big Give Campaign which will run 1 December 2020 to 8 December 2020.</p> <p>We looking to Raise £5000 towards supporting:</p>

	<ul style="list-style-type: none"> • Running our National Championship 2021 • Supporting cost for you our Athletes to attend and Train! <p>The funds are being matched by The Julia and Hans Rausing Trust & Douglas Bader Foundation.</p> <p>We need your help in promoting this event the more money we make the more we have to support you our athletes in Para Dance Sports Activity in the UK!</p> <p>Please keep an eye out for the materials which will be coming out shortly</p>										
PMC	<p>National Representative – Gary Lyness</p> <p>I would like to thank Gary for all his time and dedication over the last three years in the Role as National Representative and I know he has had some great impact on the instructors and athletes and we thank him for all his hard work. I would like to now ask Gary to say a few words.</p>										
GL	<p>“Thanks, and congratulations to all the instructors, members etc for their hard work this year”</p>										
PMc	<p>National Representative Candidates</p> <p>A reminder of your candidates:</p> <ul style="list-style-type: none"> • Katie Goodwin • Gary Lyness • Tracy Levy • Jane Hambling <p>Now I will pass to our independent chair, Martyn McCarthy to read his report and announce the National Representative for 2020-2023.</p>										
MM	<p>Declaration of the result of the election of the National Representative</p> <p>From the Independent Chair</p> <p>I have acted as Scrutineer of the election for the National Representative.</p> <p>As Scrutineer, I have undertaken prudent checks of the election process, including the receipt, and counting of votes. Those checks, like the 2020 Annual General Meeting, have by necessity, been subject to Government Coronavirus (COVID 19) guidance and restrictions.</p> <p>As a result of the checks undertaken, I have satisfied myself that the election process has been fair. Consequently, I am able to declare the result of the National Representative election under Article 19 of the Articles of Association of Para Dance UK which I detail below.</p> <p>Martyn McCarthy, Independent Chair Para Dance UK – 7th November 2020</p>										
MM	<p>Votes cast by members</p> <table> <tr> <td>Total valid votes cast by Members</td> <td>39</td> </tr> <tr> <td>• Votes cast in the election</td> <td>41</td> </tr> <tr> <td>• Votes deemed by scrutineer as invalid</td> <td>2</td> </tr> <tr> <td>• Votes received by email</td> <td>23</td> </tr> <tr> <td>• Votes received by post</td> <td>18</td> </tr> </table>	Total valid votes cast by Members	39	• Votes cast in the election	41	• Votes deemed by scrutineer as invalid	2	• Votes received by email	23	• Votes received by post	18
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MM	<p>Votes cast by member category</p> <p>Valid votes cast by Membership category</p> <ul style="list-style-type: none"> • Competitor 20 • Instructor Affiliate 18 • Supporting 1 <p>Trustees and members of staff for Para Dance UK were excluded from the vote.</p>										
	The Result										
MM	<table border="0"> <thead> <tr> <th style="text-align: left;">Candidate</th> <th style="text-align: left;">Votes</th> </tr> </thead> <tbody> <tr> <td>• Katie Goodwin</td> <td>22</td> </tr> <tr> <td>• Gary Lyness</td> <td>12</td> </tr> <tr> <td>• Tracy Levy</td> <td>Less than 5</td> </tr> <tr> <td>• Jane Hambling</td> <td>Less than 5</td> </tr> </tbody> </table>	Candidate	Votes	• Katie Goodwin	22	• Gary Lyness	12	• Tracy Levy	Less than 5	• Jane Hambling	Less than 5
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MM	<p>The result declaration</p> <p>As the scrutineer supervising both the process and the counting of votes for the 2020 election for the National Representative, under Article 19 of the Articles of Association of Para Dance UK, I declare that Katie Goodwin has been elected as the National Representative.</p> <p>Martyn McCarthy, Independent Chair Para Dance UK – 7th November 2020</p>										
PMc	Congratulations to Katie, we are excited to have you on board!										
KG	<p>Our New National Representative.</p> <p>Thanked the membership for their votes and looks forward to being the spokesperson and working with the Para Dance Board and team.</p>										
RB	<p>Members Questions:</p> <ul style="list-style-type: none"> • Over 30 questions were submitted to the Board. We do not have enough time to answer them all today. • We have attempted to answer several throughout the slides. • We will circulate an answers sheet to everyone by the end of the November answering all questions submitted in advance and the comments box. 										
RB	<p>Questions we have addressed:</p> <ul style="list-style-type: none"> • How are decisions made • Number of trustees • Why we have high trustee turnover • What powers members and associate members have • Types of associate members • What type of organisation we are and what we do 										
RB	<p>AGM</p> <p>Why wasn't there an AGM or forum meeting held in 2018?</p>										

Answer: Our governing document states that legally, the trustees are responsible for decision-making on behalf of Para Dance UK. This includes signing off the accounts and being accountable to Charity Commission and Companies House. Every year the trustees execute the duty of signing off the accounts and planning for the year ahead.

In 2018 an AGM was offered to associate members on 26th October 2018, the day before our national championships. This was intended to provide an opportunity to review the previous year's accounts and annual report for 2017-18 and hear our plans for the year ahead. We cancelled this AGM as only 3 associate members wanted to attend.

Clause 18 of the Articles clearly states which areas the associate membership is required to be consulted on. As no resolutions or consultations, were required in this period, the trustees decided to cancel the forum.

Before taking this decision, the trustees reviewed the cost to benefit ratio and deemed that they could in good faith use the charity's funds of nearly £1000 to host a meeting for 3 associate members. This would divert money away from services, and as we are only a small organisation with an annual turnover of £140k and a part-time workforce, it would have not been proportionate to spend funds in this way.

Instead we provided an information pack for associate members which included a summary for the accounts 2017-18, CEO report and key updates. No substantive comments we received from associate members about the information, either directly or via the National Representative. Before sending the pack, we did consult the Charity Commission for advice.

Today is your meeting to review and comment on 2018-19 accounts. We had originally planned the meeting for spring 2020 but Covid delayed this meeting. We were keen to meet today and will offer a forum to discuss 2019-20 accounts once they have been finalised in 2021.

PMc

Devolution

Why is most of the help, information and assistance from Para Dance UK focused on English rules and guidance when its role is as an NGB for the whole of the country including the devolved nations. All of whom have different rules and regulations?

Answer: Our rationale for a single UK guide was to make the best use of our limited resources whilst managing other Covid-19 priorities. We also did not want to replicate information already widely available in the public domain.

The landscape of the coronavirus pandemic is continually changing, often on a daily basis. Our intention was to design 'Return to Play Guidance' to address the common themes of the pandemic which were relevant to all UK country's (such as social distancing and health and safety considerations), rather than attempting to replicate specific guidance provided in detail by each country. We draw on information provided by partners and worked to ensure consistency with other sector leaders.

We are committed to ensuring our membership receives up to date information and have supplemented the guidance with social media information provided to instructors and links to country-specific information regarding restriction. We also believe that our instructors are best placed to understand local restrictions and asked them to take a common-sense approach to whether or not they run activities.

	<p>As we move forward, we continue to review our communications and will endeavour to ensure we communicate localised impact where relevant and not provided by others.</p>
<p>PMc</p>	<p>BAME</p> <p>What is the current status with participation from the black, Asian, minority ethnic community (BAME), is there little participation? Does Para Dance UK conduct any related studies to help formulate plans to encourage active BAME participation and or increase associated membership.</p> <p>Answer: We stand by our ethos that ‘Everyone Can Dance’ and give everyone that opportunity if they wish to take it up.</p> <p>As an NGB and charity, we conduct regular Equality Impact Assessments (EQIA) on our services to enable us to have a better understanding of how we can adapt and develop our services. We continue to work to recruit BAME members to participate in Inclusive dance and Para Dance Sport.</p> <p>We have conducted no studies or research as this is not a key area for the charity. We do review services and draw from a wide range of research and materials in the Dance community. We welcome discussion on how we can reach wider communities through our membership.</p> <p>We work with a variety of partners and communities, and the competition videos are only a small section of Para Dance UK activity. We will continue to review and develop this area in the future, and working with the National Representative, we will try to draw in new communities. We accept that our imagery is one area we need to update. We also have recently taken on a new marketing and communications trustee, Catherine Woolfe, who is reviewing how we communicate and engage the wider community.</p> <p>If you have any suggestions, then please do contact us via secretary@paradance.org.uk</p>
<p>RB</p>	<p>NGB vs Charity</p> <p>Is there a greater need for the charity to have 2 separate umbrella heads with 2 separate memberships ensuring better communication?</p> <p>As a charity and NGB Para Dance UK competitive members & instructor members request the right to be supported and managed under a separate policy.</p> <p>It is suggested that a lead is designated to drive this forward with experts on the board to support this around separate PR, separate fundraising, separate governing advice & support ensuring that messages get filtered down from Para Dance to its instructors leading local groups/clubs whether they are independent or Para Dance lead. This will ensure that there is a clearly defined area of competitive sport as part of the organisation away from community dance and the arts.</p> <p>Answer: There are currently no plans to provide separate memberships to represent the National Governing Body (NGB) and charitable activities of the Para Dance UK. The evidence is not compelling enough to essentially split the charity in two.</p>

	<p>We have reviewed the sector and our aims across these two areas, and feel, based on evidence and on balance, that this would create inefficiency by separating shared services such as marketing and fundraising.</p> <p>Our charitable work funds the NGB as we can 'package' the NGB together with our aims regarding inclusive dance. This is more appealing to funders and sponsors, finding people to fund the NGB alone is difficult. The only alternative would be to charge significant memberships fees which could be exclusionary to some members of our community.</p> <p>However, we do see the need to expand our expertise regarding Para Dance Sport and have recruited advisors who support our trustees in decision-making. Working with the National Representative, we also intend to create a members' discussion forum for Para Dance Sport where we can hear views directly from associate members.</p>
RB	<p>Supportive Members</p> <p>Why were supportive members allowed to vote in the National Representative election?</p> <p>Answer: We considered whether supportive members were eligible to vote for the National Representative under our Articles of Association (clause 19). Trustees reviewed the Articles in-depth and voted by written resolution to retain supportive members for the vote as they did not feel on balance that there were clauses, terms or legal implications which should stop them from executing this power.</p> <p>Equally, no class of associate member explicitly sign membership terms and conditions – they sign up to the terms of the service they are using which is different. This is something we will make clearer in the future.</p> <p>Our independent chair was satisfied that the trustees have reasonably implemented this decision as what details are held for associate members (whether supportive or affiliative or competitive) are not mandated within the governing document or law.</p> <p>Based on the number of questions for clarity which have been submitted for this AGM we commit to reviewing the Articles of Association for a Charitable Company to provide better clarity and avoid confusion in the future. This includes clearer terms for associate members.</p>
RB	<p>Close</p> <p>Thank you for joining us - we appreciate you taking the time to attend today.</p> <p>Do remember that you do not have to wait for an AGM to get in touch. Our National Rep will be in touch soon and you can contact the Secretary@paradance.org.uk at any time.</p> <p>We will provide the slides this week and ask that any further questions are submitted by the 13 November 2020 to the above email address.</p> <p>Thank you again and goodbye.</p>