

Rookwood Sound Hospital Broadcasting

Minutes of the Annual General Meeting 30th March 2005
Held in the Recreation Hall Rookwood Hospital Llandaff Cardiff

Present:

Gavin Wilson	Richard Ellis
Paul Bovey	Elen Stephenson
Neil Bailey	Jan Holmes-Warley
John Guilfoyle	Lesley Jennings
Richard Davies	D Thomas
T Garne	Sharon Bishop
Karina Rodregez	Debra Brown
Stephen Allen	Michael Brown
Bryn Stone	Andrew Cullen

The Meeting opened at 7pm with Steve Allen Chief Executive in the Chair with 18 members present. Members observed a minute's silence for past members of the organisation who are no longer with us.

1: Apologies received:

Frank Hennessey	Gerard Ghilooey
Alistair Meilke	Jude Anderson
David Stowell	Lisa Jones
Edward Fish	Rod Greenway
Matthew Wilson	Richard Baxter
Ben Edwards	Stephanie Dyer
David Meakin	Paul Sysum (HBA Regional Representative)
Maurice Simove	

Steve Allen welcomed everyone to the meeting and stated the purpose of this meeting was to receive the Annual Report of the Executive Committee and the financial statement of Rookwood Sound Hospital Broadcasting. The members would then accept or not accept the Annual Report and Financial Statement from the Executive Committee. This meeting would also elect members to serve on the Executive Committee from nominations received.

2: Minutes of the Last Annual General Meeting 24th March 2004

These were proposed by John Guilfoyle and seconded by Debra Brown as a true record.

Carried Unanimously

3: Presentation of Annual Report

Chief Executive	As published
Programme Controller	As published
Station Engineer	As published
Committee Member	As published
Admin & Policy (Co-Opted)	As published
Webmaster (Co-Opted)	As published

Members were given the opportunity to ask questions at the end of each Executive Committee member's report no questions were raised.

Deputy Chief Executive & Finance Report

Michael Brown explained the balance sheet for members and presented his report as published.

JHW asked regarding the telephone charges?

MB stated these were due to the following reasons: Alarm Monitoring
Telephone Calls
Sports Commentary

The annual report was proposed by JHW and seconded by LJ a true account

Carried Unanimously

Steve Allen stated that the Annual Report would be forwarded to the Charity Commissioners with the audited accounts.

MB proposed that Rookwood Sound continues with the auditors Talbot & Cline in Pontyclun seconded by JHW

Carried Unanimously

JG asked what was the accounting period?

MB stated this was from 1st January to 31st December each year.

5: Executive Committee Elections

Steve Allen stated that nominations had been received by the closing date of 10th March 2005 for the following posts:

Chief Executive (2 year post)

Nominee	Proposed by	Seconded by
Steve Allen	Lesley Jennings	Philip Hardy

Programme Controller (1 year post)

Nominee	Proposed by	Seconded by
Brynley Stone	Stephan Williams	Richard Davies

Station Engineer (2 year post)

Sharon Bishop	Debra Brown	Lesley Jennings
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Committee Member (1 year post)

Debra Brown	Lesley Jennings	Richard Ellis
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It was announced that due to none of the above posts being contested the nominees were duly elected to the Executive Committee.

Chief Executive	Steve Allen
Programme Controller	Bryn Stone
Station Engineer	Sharon Bishop
Committee Member	Debra Brown

6: Appointment of President & Vice Presidents

Frank Hennessey President

Maurice Simove Vice President

Proposed by JHW Seconded by LJ that the current post holders continue

Carried Unanimously

This being all the business of the Annual General Meeting the Chair thanked everyone for their attendance and closed the meeting at 7.40pm

Rookwood Sound Hospital Broadcasting

Annual General Meeting 22nd March 2006

AGENDA

- 1: Welcome & Introductions
- 2: Purpose of the Meeting
- 3: Apologies for Absence
- 4: Minutes of the last Annual General Meeting March 30th 2005
- 5: Matters Arising
- 6: Presentation of Executive Committee Annual Report for 2005
 - Chief Executive
 - Deputy Chief Executive
 - Programme Controller
 - Station Engineer
 - Committee Member
 - Webmaster
 - Policy & Admin Report
 - Training
- 7: Financial Report
 - Appointment of Auditors - Executive Committee Proposal
- 8: Executive Committee Elections
 - Deputy Chief Executive (2 year post)
 - Programme Controller (2 year post)
 - Station Engineer (1 year post)
 - Committee Member (1 year post)
- 9: Election of President & Vice Presidents
- 10: Close of Annual General Meeting

There will be no other business discussed at the Annual General Meeting