Annual General Meeting Minutes

Held online on Sunday 27 July 2025

Trustees present: Sue Glover Frykman (Clerk), Gordon Matthews, Matthew Bittle
Prevented: Jeff Beatty, Conor Jerram
QVA Coordinator: Kit King
Visitors/Members present: Helen Buckroyd, Jill Robinson, Adele Trapnell, Michele Gerrard, Justine Gillan

1. Clerk's welcome and opening worship

The Clerk welcomed everyone to the AGM and during the opening period of worship read §10.05 from Britain Yearly Meeting's Quaker Faith and Practice.

2. Apologies and greetings

We have received apologies from Bernie Plaister and Maggie Caudwell.

3. Minutes of the AGM 2024

We have received and accepted the minutes of the AGM of 29 September 2024.

4. Annual Report and Accounts for 2024

We have received the Trustees report and the Accounts for 2024. We accept the accounts and authorise Jeff Beatty and Sue Glover Frykman to sign them.

5. Oral report by Trustees on the future of QVA and Coordinator, Kit King, on plans for retreats in 2025-2026

The Clerk has informed us about QVA's activities and Trustees' discernment to date. Her report is attached to these minutes. The Coordinator has told us about QVA's programme plans for the rest of 2025 and what is in the pipeline for 2026 and beyond. In 2025 QVA is offering retreats at Rookhow and Congénies, the details of which are on the QVA website. Retreats in the pipeline for 2026 are Svartbäcken in Sweden, an Encounter retreat in cooperation with the Quaker Council for European Affairs, at Carlisle Meeting House, possible retreats at some point in the Lebanon

and other venues in the Middle East, a possible retreat around refugee support in Calais. Possible collaborations include work with FWCC-EMES (as outlined in the report from the Clerk), with Restoring Relations on community building and conflict resolution, with Woodbrooke. Online retreats are still part of the QVA programme, although our main focus at present is on in-person retreats and living in community.

6. Appointments

a) Appointment of and release of trustees

- Matthew Bittle has recently joined the QVA Trustee team and we are very glad to
- have him onboard.
- Keith Scott, QVA's former treasurer resigned as a trustee and treasurer in June this
- year. We were sorry to see him go and thank him for his varied service to QVA.

b) Appointments up to and including the Annual Meeting in 2026

- Co-Clerks: We are happy to appoint Gordon Matthews and Sue Glover Frykman as
- Co-clerks of QVA up to and including the Annual Meeting in 2026. Gordon will serve
- as presiding clerk and Sue as recording clerk.
- Treasurer: Currently vacant. Various contact paths have been opened and we await to see whether these will bear fruit. At the Trustees meeting held online on 24 June 2025 we agreed to operationalise the Between Meetings process for decision- making that is already in place in order to co-opt a new treasurer and trustee.
- Company Secretary: We appoint Sue Glover Frykman to serve as Company Secretary until the Annual Meeting in 2026.
- Safeguarding Officer: We appoint Conor Jerram to serve as Safeguarding Officer until the Annual Meeting in 2026.
- Independent examiner of accounts for 2025: We entrust Padam Walburn Accounting Services, 80 Forest View Road, Tuffley, Gloucester, GL4 0BY, with the provision of statutory accounts for 2025 and an independent accountant's opinion. The payroll service for our Coordinator is to continue for the time being with Juggle Outsourcing Limited, 10 Sword Drive, Fareham, Hampshire, PO14 1FS.

7. Other financial or other business

a) QVA Reserves, investment and delegation of authority policy

We accept this policy.

b) QVA welcomes new Trustees

We ask members to consider this opportunity and to talk to others who might like to be involved in the work of QVA.

c) Thanks

We would also like to take this opportunity to thank all those who offer their services to QVA in a voluntary or paid capacity and to all those individuals, groups, Meetings and Trusts who support our work.

d) QVA Newsletter
The QVA newsletter with information about our retreats and activities comes out regularly. New subscribers are welcome!

7. Closing worship

We ended the AGM with a short period of worship.

Signed,

Sue Glover Frykman
Clerk

Appendix - Clerk's Report

Jeff Beatty retired as QVA's Clerk (and thankfully remains a trustee) in February and Sue Glover Frykman was appointed to serve as Acting Clerk up to and including the Annual Meeting in 2025.

As interest in working retreats has waned since the pandemic, we began to discern the future of QVA to see how we might diversity our activities and perhaps also work with other Quaker organisations with a similar vision and work programme. We renewed Kit's employment contract and changed the role name from Working Retreats Coordinator to QVA Coordinator to reflect this new brief.

QVA began informal conversations with FWCC's Europe and Middle East Section to explore whether and how the two organisations might work together. These conversations are ongoing and still exploratory. An opening for collaboration has arisen that could involve QVA in the planning of EMES's All-age Gathering to be held in Germany in August 2026. There'll be more about this in coming QVA newsletters.

We have welcomed a new Trustee, Matthew Bittle, to the QVA team. Our treasurer resigned suddenly and we are now looking for someone to take on this role for us. We reviewed our retreat costings with a view to offering a more varied pricing and will review the new system at the end of the year.

We agreed to advertise for a Communications Assistant thanks to support funding from the Sir James Reckitt Charity. Kit and Matthew are currently working on the documentation and appointment process.

We have also drafted a QVA Reserves, investment and delegation of authority policy for approval at the AGM. This will be presented under other financial or other business in today's agenda.