

Minutes of the 2nd Annual General Meeting of the United Nations Association - UK (company number 7824306) held on 29 March 2014 at Resource for London, 356 Holloway Road, London N7 6PA

Present: Sir Jeremy Greenstock (Chairman) and 57 members, including by proxy.

WELCOME

Sir Jeremy Greenstock, UNA-UK Chairman, opened the 2014 Annual General Meeting of UNA-UK and welcomed those present to a new venue, Resource for London. He said the choice of venue and arrangements had been made in response to members' comments at the last AGM. He also noted that the AGM would be followed by an event organised by the Procedure Committee to provide members with an update on the 2013 Policy Conference and the day would include an opportunity for members to socialize and purchase lunch. He thanked so many members for attending and noted that 8 proxy votes had also been received.

1. APPROVAL OF THE MINUTES OF THE AGM 20 JUNE 2013

One member asked how a discussion relating to outreach to supporters and the link to local branches had been reflected within the minutes. The Chairman pointed out the relevant section, under item 3.4.1, where discussions had been reported in summary. It was agreed that the minutes were accurate.

The meeting voted to approve and accept the minutes of the AGM 2014.

2. BUSINESS ARISING FROM THE MINUTES OF THE AGM 20 JUNE 2013

There was no business arising from the minutes of the meeting of the AGM 20 June 2013.

3. ORDINARY RESOLUTION 1

'That the accounts for the year ending 30 June 2013, together with the Directors' report, be received and adopted.'

Stephen Harrow, Chair of the Management Finance Committee and Honorary Treasurer, presented the summary financial statements for UNA-UK. He provided a breakdown of income sources, including grants, and expenditure for the year ending 30 June 2013. He pointed out that the long-term grants, including from the John Bright endowment, Allan & Nesta Ferguson Trust and Joseph Rowntree Charitable Trust (JRCT), would expire in the coming years, so the Trustees have made efforts to replace these multi-year grants their strategic priority for the coming year.

He also provided unaudited management information relating to the whole of UNA-UK, including the UNA Trust with which the former UNA-UK company had effectively merged and which would be wound down once all aspects of the merger had been completed. He informed members that this information was unaudited because the consolidated entity does not yet exist in legal form. The statements showed a significant reduction in deficit in 2012-13, compared to 2011-12.

He said that since adopting charitable status, UNA-UK was now able to compete for certain grants that would not otherwise be available. For example, UNA-UK has received an in-kind Google grant for web advertising and marketing.

Members asked for more detailed breakdowns to support sources of income and expenditure to be provided within future AGM papers. Steve Donnelly, Head of Finance and Governance, said that the full statutory accounts were available on the UNA-UK website. The Chairman said that, for future AGMs, a fuller set of accounts would be made readily available, including on the website, prior to the AGM.

An explanation of the types of restrictions placed on 'restricted funds' was requested. Stephen Harrow explained that these were grants that had been given for a particular purpose, examples being the JRCT and Ferguson grants.

In response to a request to explain the extent to which the availability of grants led the types of activity undertaken, Natalie Samarasinghe said that UNA-UK seeks funding for activities already set out in its strategic plan. The strategic plan includes input from the Policy Conference and the Policy Inbox and is always in line with UNA-UK's objectives. UNA-UK did not compromise its integrity or aims when seeking funds, even though this approach did limit fundraising options to some extent.

One member suggested that UNA-UK could achieve far more from fundraising, with multi-million pound grants a realistic objective. He felt UNA-UK was adopting a narrow perception of what could be achieved. Natalie Samarasinghe said that she would welcome such a scale of revenue in the longer term, if it could be achieved without compromising our objectives and values. She said that UNA-UK does seek to maximize fundraising.

One member asked about the decision to cease UNA-UK support for the organisation of street collections, noting that this had been perceived as a beneficial activity by some branches. Steve Donnelly said that the activity had been loss-making for UNA-UK with the income being exceeded by the total costs. UNA-UK, with a small number of staff and a lack of financial resources, had to focus on the most cost-effective means of fundraising, such as seeking project grants that had already been successful in 2013-14. Members said that street collections provided more than the financial benefit, allowing branches the opportunity to engage within the local area. Other members said that local UNA regions and branches were free to operate their own street collections, without involvement from the UNA-UK centre. This approach had been successful within the London and South-east Region.

In response to a request to explain how much effort was dedicated to fundraising, Natalie Samarasinghe said that, to date, the activity had been led by the Chairman and the Executive Director, with the latter spending up to 20% of her time on identifying potential funders, seeking partnerships and researching and writing bids. Programme funding required input from programme staff; in addition to support on budgeting, and during the year 2013-14, more emphasis is being placed on involving programme staff in bid writing.

Members commended the UNA-UK staff team for the quality of their work and for keeping up a steady output while not increasing costs.

Stephen Harrow concluded the debate on fundraising by reminding members that they could consider leaving UNA-UK a legacy in their will, which would be a good way to sustain the future of UNA-UK into the future.

Members voted for the accounts and Director's report to be formally adopted. (8 proxy votes received in favour of this resolution)

4. ORDINARY RESOLUTION 2

'That Kingston Smith LLP, having indicated their willingness to serve, be appointed Auditors to the Company for the ensuing year and that they be paid for their services a sum agreed by the Board of Directors of the Company.'

The Chairman said that Kingston Smith was willing to serve as auditors for 2014-15, and that UNA-UK planned to hold a tender process to review the auditors in 2015 for the year 2015-16.

Members were informed that Kingston LLP would charge approximately £6,000 for the 2012.13 audit of UNA-UK.

The meeting approved the resolution. (8 proxy votes received in favour of this resolution)

5. OTHER BUSINESS

5.1 Presentation by the Chairman

The Chairman spoke about the successes of the last year including: attracting significant FCO project funding at a time when the FCO budget had been cut; reaching new audiences through social media, the supporters programme, youth networks and through our Global Development Goals publication; and developing new partnerships with other NGOs and publishing company WITAN, which has allowed a modest amount of income generation through advertising in these publications. He said that the challenges for the next year included securing long-term grants in a time of economic difficulty and further increasing our impact on policy by working in a targeted manner.

He said that he was pleased with the increasing experience and effectiveness of the staff team, which was further enhanced by fresh enthusiasm and new experiences brought by the interns. He also informed the members that the Board of Trustees had embarked on a process of self-appraisal and review.

The Chairman acknowledged the deaths of Alec Gaines, member of UNA Edinburgh, and Robert Lloyd, member of UNA Welwyn and Hatfield Branch. He paid tribute to these long-standing members. He spoke of Alec's dedication to issues of nuclear disarmament and the Middle East, as well as close links to WFUNA and his ability successfully engage with the Scottish Parliament. Robert Lloyd had been very active in engaging young people in the work of the UN through MUNGAs and study tours. The Chairman said the motivation and commitment of these two active members would be sadly missed.

In terms of the role of UN on the world stage, the Chairman said that the context had become more difficult. There was a danger that the view 'might is right' could be allowed to gain credence if UN resolutions are not followed through and if leading nations fail to act collectively. He said that deeply worrying examples, such as Syria and Ukraine, emphasised that two important factors were paramount. Firstly, it was in the self-interest of nations to co-operate. For Ukraine he said it was imperative that there was a united opposition to Russia advancing into Eastern Ukraine. Secondly, the UN remains an essential tool in terms of promoting cooperation, dialogue and legitimacy. UNA-UK and its members had a role to play in enhancing its effectiveness and in urging the UK to strengthen the UN.

5.2 Presentation by the Executive Director

The Executive Director reported on UNA-UK's activities since the last AGM in June 2013. She highlighted submissions of evidence to a range of domestic inquiries, notably on intervention and deterrence, as well as UNA-UK's international work, such as on the post-2015 development agenda and the UN Commission on the Status of Women. While UNA-UK remained active on global priorities, it increasingly sought to ensure that its activities have strong resonance in the UK. As such, work has been carried out on areas such as arms export licences to states identified by the UK as 'countries of concern' and the UK's capacity to respond to mass atrocities.

She said that UNA-UK now sought to ensure that its policy, campaigning and outreach work was as integrated and targeted as possible. Two campaigns that exemplified this approach were: UNA-UK's contribution to keeping the UN in the national curriculum, which showed that the Association could play a leading role on an issue despite its size; and its work around the Ministry of Justice consultation on the UK's Human Rights Council review, which had seen a high level of engagement by members and local UNAs. She hoped that this engagement would continue, and informed members that the Executive was currently working on a number of outreach packs. In addition, activity grants linked to the UN Forum on 28 June were now available for local UNAs.

On finance and governance, the Executive Director said that good progress had been made on completing the tasks required to take full advantage of the benefits of being a single charitable entity. She said the team continued to control costs tightly, and to ramp up its fundraising work. The position for 2013-14 was good. Having secured significant government funding for planned projects and made savings to programme costs, UNA-UK was on track to achieve its budget deficit reduction target for the year. However, long-term core funding remained a challenge and was the top priority for her and the Chairman.

She noted that UNA-UK's financial constraints made it necessary for the Association to focus on those areas where it could have the most impact. In the coming months, starting with the UN Forum, UNA-UK would concentrate its policy work on the UK 2015 General Election, as well as the UN's 70th anniversary. Planned activities to date included: a foreign policy consultation, a UN-related teaching pack, election-related outreach grants and tools, support for local hustings and a global campaign on the appointment of the next UN Secretary-General.

The Executive Director expressed hope that these initiatives would help to position UNA-UK as an organisation of relevance to people in this country. Pointing to the steady decline over several decades in UNA-UK's membership, she said the organisation must continue to seek new ways of engagement. The situation was not unique to UNA-UK. Traditional structures and processes for representation were being challenged around the world by direct participation, fast-moving issue-based campaigns and informal networks. UNA-UK had to adapt to this context, which offered great opportunities for a nimble and strategic organisation.

She said that she believed that everybody in the UK had a stake in an effective UN, and that therefore everybody should have the opportunity to connect with UNA-UK in whatever way suits them. Traditional membership and branch structures would only be attractive to some. Others might prefer to take part in a campaign action, come to an event or make a donation. Over 10,000 people, for example, had now signed up to be supporters.

She concluded by saying that while UNA-UK would continue to seek new supporters, long-standing members and local UNAs remained the Executive's most valued partners. The team

would be calling on them to help get people to the UN Forum, to push for an effective and ethical UK foreign policy, and to call for a revitalised and reformed UN at 70.

5.3 Members' Topics for Discussion

There was one request by members in accordance with the process for topics for discussion at the AGM. Members from Harpenden Branch asked for an update on the topics raised at the AGM 2013 which included the following suggestions. Richard Nelmes, Head of Outreach responded to each point in turn.

Q: Offer the option of more frequent smaller subscriptions.

A: The Executive had implemented this proposal. The most cost-effective way to do so was through Direct Debit and this option was available via paper joining and renewal forms. The Executive was currently looking into the option of offering this online, which appeared to be more complicated and costly.

Q: Emphasise and take advantage of our charitable status by encouraging payment of donations and subscriptions with gift aid.

A: Professional advice had been sought and permission granted to claim gift aid on subscriptions. A plan had been drawn up and when active would allow gift aid to be claimed and backdated for 4 years.

Q: Increase the involvement of supporters by connecting them to their nearest branch in the hope that they may be encouraged to become members.

A: All 13,000 members and supporters now received UN Matters, the regular news email, which contains news of local UNA events and links to the directory of branches, regions and nations. In 2013-14, a new online facility had been developed for local UNAs to report on events, in addition to posting event listings. The Executive had undertaken campaign in October 2013 to encourage supporters to become members – this had seen very low take-up. A new initiative was planned in the form of an annual communication to supporters and to members – the majority of which were not engaged with their local UNAs – to encourage them to engage or re-engage with their branches. This was part of wider work being done on strengthening local UNAs and membership networks.

Q: Encourage the involvement of corporate members in the activities of UNA-UK and thereby encourage their own members to take an interest in our activities.

A: Engaging organisations, many of which are naturally protective of their memberships, was only effective when there was a solid proposition such as a specific action for them to take or a particular campaign to which they can contribute. Therefore, UNA-UK needed to identify and focus on the best opportunities to work with others. During 2013-14, partnerships included: Control Arms, King's College London, the British International Studies Association and the Association for Citizenship Teaching. The best opportunity at present was through the UN Forum, for which a bespoke outreach toolkit for organisations was being developed.

Q: Make better use of the media to draw attention to our activities and thereby raise the profile of UNA-UK as a national campaigning organisation.

A: The 2013-14 target for 20 op-eds, interviews and letters in the media had been surpassed. Sir Jeremy had made several TV and radio appearances. Team members including: Natalie Samarasinghe; Ben Donaldson, Hayley Richardson, James Kearney and Alexandra Buskie had also been active in interviews and articles. UN Forum would be UNA-UK's biggest outreach opportunity of 2014 to raise the profile of UNA-UK. Existing members would be engaged with significant discounts. New constituencies would be reached through advertising on public transport and using contacts in the media. Members present were

asked to promote this event using their own networks and the promotional tool kit that would be provided.

The Chairman opened up to comments from the floor.

Members shared their experiences of engaging with members and supporters in their area. They noted that the monthly list provided by the Executive was helpful in maintaining links with those who had discontinued membership or engagement.

Members commented they hoped to see greater media coverage of UN Forum this year and supported the idea of inviting media figures to participate. The Executive Director said that UNA-UK had approached a BBC world service presenter, along with other media organisations.

Members asked for clarification of the recent rationalisation of higher-fee membership categories, specifically on whether the patron category had been discontinued. The Executive Director said that the Friend, Sponsor and Sustaining membership categories would in future be combined, but that 'Patron' had been retained, with work planned on how to extend and develop this category.

Members asked if UNA-UK could push for the opening of further UN offices in London, and undertake more work on global issues in partnership with UN agencies. The Chairman reminded members that it was not possible for UNA-UK to fill the gap left by the UN closing its regional information office in London and that UNA-UK has to strategically target its resources for maximum effect.

Members were encouraged to use the information and resources available on the UNA-UK website. They were further encouraged to take advantage of the outreach grants being made regularly available to them to run activities and events in their communities.

5.4 Presentation of the Distinguished Service Awards

The Chairman presented seven Distinguished Service Awards on behalf of the Board, which for the first time included nominations from the UNA Youth branches.

The first recipient was Sheila Kesby of London and Southeast Region. The Chairman paid tribute to her contributions both at branch and regional level and her successful networking with other local organisations. A member of UNA Canterbury branch, Sheila had taken the lead in creating a UN road show and a series of UN 'Services for World Peace' in Canterbury Cathedral. He thanked her for her longstanding service to UNA-UK and presented her with the Distinguished Service Award certificate.

The second recipient was David Barrs of Eastern Region. The Chairman thanked David for his multi-faceted service to UNA-UK, as a Board member (1984-1990), Chairman of Eastern Region (1989-2003) and member of the Saffron Walden branch committee (1980-2000). He also praised his role in shaping UNA-UK's education work, including UN teaching packs and study tours. The Chairman presented him with the Distinguished Service Award certificate.

The third recipient was Hassan Bin Azad, nominated by UNA Youth, who was unable to attend the AGM. The Chairman thanked Hassan Bin Azad in absentia for his contribution to UNA-UK, including as President of Lancaster University Youth branch and efforts in creating a wide-ranging new publication on UN issues: *The Research Journal of Young Scholars*.

The fourth recipient was Nigel Dower, nominated by UNA Scotland, who was also unable to attend the AGM. The Chairman thanked Nigel Dower in absentia for his contribution to UNA-UK, including his role within UNA Aberdeen branch; outreach work with youth groups, local politicians and business leaders; support for Aberdeen Model UN and work to secure high-level speakers for events.

The fifth recipient was Rod Fielding, nominated by UNA Central Region, who was also unable to attend the AGM. The Chairman thanked Rod Fielding in absentia for his immense contribution to UNA-UK over the last 50 years, as a member of the UNA Board (2000-2010), Treasurer of UNA-UK (2004-2010), Chairman of the Management & Finance Committee (2005-2010) and Chairman of the UNA Trust (2005 to present). Rod was also Chairman of the Charity Working Group which led to the transition of UNA-UK to charitable status. Rod's many speaking engagements – to UNA branches, faith groups and at the Leamington Peace Festival – were also recognised, as was the major role he played within the World Federation of UNAs.

The sixth recipient was Meic Peterson, nominated by UNA Wales, who was also unable to attend the AGM. The Chairman thanked Meic Peterson in absentia for his contribution to UNA-UK as an active fundraiser and organiser for UNA Cardiff. He praised Meic's role in organising the first UNA Wales Model UN Security Council, and recognised his service at the branch and regional level

The seventh recipient was Hilary Sloan, nominated by UNA Northern Ireland, who was also unable to attend the AGM. The Chairman thanked Hilary Sloan in absentia for her contribution to UNA-UK at local and national levels, including as Northern Ireland Chairperson and as Northern Ireland Director on UNA-UK's Board of Directors in London. Hilary's work to raise awareness of UNA-UK and the UN especially within the local education sector was recognised, as was her work on Board effectiveness in 2006-7.

The Chairman said that the certificates for the nominees who were unable to attend the AGM would be transmitted to them via the regions that had nominated them.

ANY OTHER BUSINESS

There was no other business. The Chairman concluded the meeting by thanking members for attending.