Approved Brokers Community of Practice CIC

Minutes of 3rd online Annual General Meeting held on Monday 25th November 2024 at 7pm.

Attendance:

Board
Dawn Ranson, Chair
Sandra Campbell Vice-Chair
Lisa Ranson
Sharron Farrell

1. **Welcome, Introduction, Apologies**

   The Chair opened the meeting welcoming attendees to the third AGM. Attendee introductions were received. Apologies were noted and recorded.

2. **Previous AGM Minutes**

   The draft minutes of 2023 AGM were approved by Directors in attendance.

3. **Chair's Report, Annual Review/Project Updates**

   The Chair gave an address, and a copy is attached as Appendix A.

4. **Accounts 2023 to 2024**

   A copy of abbreviated financial information was presented onscreen. It was agreed by Directors in attendance that balance sheet at 31st May 2024 was a representative of activities and financial transactions carried out by ABC of P for that financial period. A copy of the financial information is attached as Appendix B.

5. **AOCB**

   There was no other committee business raised.

Appendix A. Chair's Report 2023 – 2024

On behalf of our board of directors, I warmly welcome you to our 3rd Annual General Meeting.

I'd like to start today's AGM by reaffirming our mission.

Our mission at the ABC of P is to build, spread and support the development and best practice standards for community brokerage practitioners Scotland-wide. This is particularly true for independent community brokers who form the valuable backbone of our ABC of P community. This includes working to:

- Actively promote the consistent practice in the delivery of high-quality brokerage delivery across Scotland.
- Support our membership to become recognised as "gold star" representatives of community brokerage across Scotland.

For us to successfully achieve our aims, we need the help of our membership who are our greatest and most valuable assets and resources. We have many members who regularly contribute and respond to issues, questions and surveys that we try to highlight. On behalf of our membership and our board of directors, to these members I would like to say a heartfelt thank you!

To reward and thank our membership for their engagement and support and to show them how their experience and knowledge is valued, we continue to explore and develop members' benefits. We hope these benefits will motivate and reward our members' support for our community of practice and the work we are doing.

A special and sincere thank you is extended to our former funders Self-Directed Support Scotland/Community Brokerage Scotland for their financial and practical support throughout 2023 and 2024. Their funding has enabled us to move forward with the development of our community interest company and to set good foundations for its future. In particular, the chair and board of directors extend our appreciation to Anne-Marie Monaghan, Donald McLeod, Jeremy Adderley, and Kayleigh Hirst for their work in supporting us. We genuinely look forward to continued collaboration between our organisations and to building a closer business relationship, as we work to further develop our community interest company's future framework, membership, benefits, support, and resources.

To finish up this address, I would like to highlight the words of Helen Keller, - American author, disability rights advocate, political activist and lecturer, because I feel this aptly describes a community of practice and what we might achieve for the ABC of P and community brokerage by working together.

Helen once said: *"Alone we can do so little; together we can do so much"*.

Chair's Update

There have been several developments over the past year.

- Our 2-year project funded by SDSS ended in April 2024. The funding provided by SDSS has been pivotal to supporting the ABC of P's work and we would like to thank them for all their financial and personal involvement and encouragement.
- Our board of directors has grown in number and now stands at eight members. This growth with the addition of new skills will enable us to move forward with more robust strategies for the future.
- Our membership continues to grow and now stands at 55.
- We have set up a WhatsApp members group to helps us to share news and views in real time.
- We have set up WhatsApp regional groups.
- We have set up a members' page available on our website menu which brings together a collection of our member resources. This means information can be more easily and quickly accessed.
- We have submitted 2 funding applications to support our work with members with 1 more currently in progress. Successful funding will go towards developing new projects.
- We now have our business plan and strategic plan in place. This will help us to move forward more effectively to meet our aims and goals. Our main priorities will be 1) to focus on building, identifying and improving board & operational areas 2) to focus on improving membership uptake/retention/satisfaction 3) to focus on financial planning and reserves.

In terms of current ABC of P projects, work continues developing our bespoke internal community broker role handbook and training package and the creation of on-demand video scenarios giving more opportunities for in-depth continuing professional learning. It is hoped these new resources will be available by the end of 2025 / beginning of 2026.

Improvements will continue to be made to the website in terms of accessibility, response time and the addition of resources. In time, this will include an online portal developed with Community Brokerage Scotland.

Future Projects – 2025

We are seeking funding to develop new projects which includes creating podcasts and webinars for members' on-demand access to resources.

It is hoped to focus project locally in different areas of Scotland so that members and supported people can participate and benefit.

Appendix B. Accounts 2023 to 2024

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Unaudited financial statements for the year ended 31 May 2024

Income Statement		2024 £		2023 £
Turnover		0.00		0.00
Other income		8,000.00		8,000.00
Cost of raw materials and consumables		(450.00)		0.00
Staff costs		(99.00)		(495.00)
Other charges		(5,924.56)		(7,335.04)
Tax		(289.94)		(32.11)
Profit or (loss)		1,236.50		137.85