Transition Cambridge AGM 20\textsuperscript{th} October 2014

Friends Meeting House, Jesus Lane 7.30-9.30pm
There were 44 people present
Anna McIvor chaired the meeting, with help from Liz Serocold, and Nicola Terry took minutes.

Review of the year

Representatives from each group gave a very short presentation outlining the highlights of the last 12 months activities. A summary of these presentations will appear in the annual report.

<table>
<thead>
<tr>
<th>Group/Project</th>
<th>Representatives</th>
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<tbody>
<tr>
<td>Food group activities</td>
<td>Jacky Sutton-Adams</td>
</tr>
<tr>
<td>Cropshare</td>
<td>Axel Minet and Sarah Rodger</td>
</tr>
<tr>
<td>Growing Spaces</td>
<td>Toni Mayer</td>
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<tr>
<td>GrowZones</td>
<td>Marie Cote</td>
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<tr>
<td>Grow your own</td>
<td>Dave Fox</td>
</tr>
<tr>
<td>Rock Abundance</td>
<td>Rebecca Jones</td>
</tr>
<tr>
<td>Community Gardens</td>
<td>Charlotte Syngle</td>
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<tr>
<td>Cambridge Sustainable Food Network</td>
<td>Ann Mitchell</td>
</tr>
<tr>
<td>Permaculture</td>
<td>Dave Jackson</td>
</tr>
<tr>
<td>Energy group activities</td>
<td>Nicola Terry</td>
</tr>
<tr>
<td>Café</td>
<td>Liz Serocold</td>
</tr>
<tr>
<td>Skillshare group activities</td>
<td>Nicole Barton</td>
</tr>
<tr>
<td>Wildlife Wanderings</td>
<td>Jade Cawthray</td>
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<tr>
<td>Media</td>
<td>Oscar Gillespie</td>
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</tbody>
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Additionally, there was mention of the admin group, bulletin writing group, and Kati Preston explained the status of Cambake and the community bakery project.

Formal business
The previous minutes were accepted, unanimously.

Election of officers
The same officers were re-elected, unanimously.

Treasurer: Martin Roach
Secretary: Nicola Terry
Chair: Anna McIvor

Accounts

Martin Roach presented the accounts. The Treasurer’s Report is appended to these minutes.
Transition Cambridge is still solvent but our outgoings have considerably exceeded our income – as was agreed at the 2012 AGM to reduce excess funds that we held at that point.

We now have to be much more careful. As of the year end (30th June) we had enough to cover our fixed outgoings for approximately 20 months (this is now reduced to 17 months as of October 2014).

During the next year we should aim to make each project entirely self funding and we should aim to raise some money to cover fixed costs (about £500 per year).

The accounts were accepted unanimously.

AOB

We are now a member of CCVS (Cambridge Council for Voluntary Service). This entitles us to free training courses on a variety of subjects including applying for grants.

Looking to the future

We started by brainstorming some opportunities and challenges for the coming year.

The following opportunities were identified (in no particular order):
• more WWOOFers (WorldWide Opportunities on Organic Farms);
• more students;
• community bakery with premises, as potential focal point for TC; local currency/CamLets;
• UN Climate Summit and engaging with EU on climate change;
• Repair Café expansion;
• engaging with wider permaculture community e.g. internationally via conferences (recent conference in London);
• general election and local elections – hustings;
• reading group using Naomi Klein’s new book “This Changes Everything”;
• involving local brains in companies;
• more parties;
• more communication in Transition about the aims of Transition and theory underlying it – why?
• communication with council.

The following challenges were identified (in no particular order):
• alternative communication routes;
• avoiding burnout;
• eat less cake;
• inviting slogan;
• more visibility for TC in Cambridge, i.e. more outreach;
- core funding;
- engage with mainstream media;
- diversity – social groups;
- quality graphic design;
- appeal to non-TC audiences and changing perceptions;
- networking with similar and non-similar groups – mutual involvement;
- self-financing/remuneration projects.

We then split into the following groups to discuss some of these topics in more depth. Each group reported back their top 3 suggestions (in blue type below). These were not formally adopted, but can act as a guide to possible actions for Transition in the future.

| Outreach to students (Jo) | • Existing outreach: non-explicit/distinguished from other existing activities; events/posters/media; narrow demographic/class
|                          | • Wider community. Citizens: food growing/food poverty; efficiencies + fuel poverty action; energy bill of rights; local energy generation. Local companies.
|                          | • Change discourse/narrative/vocab to reach groups with different values, such as groups above.
|                          | • Send e-mail to students registered on the Hub (action for Jo)
|                          | • Liaise with societies aligned with our goals: FoodCycle, waste, Cambridge Edible Garden, Energise Cambridge, Media/CUSU

| Reaching out to new people (ties in with slogan, image) (Carlos) | • Utilise local media – Cambridge News, BBC Cambridge
|                                                               | • Guidelines for using media
|                                                               | • Single media contact/spokesperson
|                                                               | • Branding projects as TC projects
|                                                               | • Focusing on promoting the individual TC projects
|                                                               | • Reach out to fellow groups – gardening, knitting etc (e.g. via allotment shops)
|                                                               | • Don’t duplicate – infiltrate/collaborate
|                                                               | • We should all be ambassadors for TC in our
<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
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</table>
| Liaising with City Council, UK gov’t, EU and UN bodies (Ceri)       | - The Climate Coalition would like to work with Transition but does not know how: Paris (Tabby and Nicole)  
- Lobby the council to set a sustainable procurement policy (organic/local food) (Tabby)  
- Contact Transition at national level |
| Funding (John)                                                      | - Break even on activities  
- Revenue sources for each project  
- Set up grants/standing orders/monthly sub?  
- 10% of grants go to central Transition to support core activities such as leaflets etc  
- Internships (graphic designer, fundraising event)  
- Reclaim expenses  
- Fundraising events  
- Food workshops  
- Share experience/skills re grants/media/timing  
- CCVS |
| Working together – within and between TC groups and with other groups (Charlotte) | - How to find out what groups are out there  
- Create opportunities for networking – forums, events, internet, tweets etc  
- Creating opportunities for support  
- Creating opportunities for sharing energy and resources e.g. a social space and storage space for physically shared things  
- Making time to share etc  
- Hub for information |
| Avoiding burnout + delegating to/enthusing others (Nicola)          | - There is an over-abundance of things to get involved in and a need to choose which ones to engage with  
- We need to balance doing and reflecting  
- We need to prioritise personal sustainability  
- We need to avoid blaming ourselves if things don’t go to plan |
| Branding/image/posters/slogans and city presence – Communicating what we do (Julie-Ann) | - More discussion about how to communicate message (who we are and what to do).  
- Straplines, logos and displays – more use of these by subgroups and referencing back to TC  
- Interpretation boards – a variety of versions |
Treasurer’s Report

The Accounting Period extended from July 1st, 2013 (the closing date of the previous audit) through to June 30th, 2014.

The closing balance at June 30th, 2014 was £1,810.34 of which £1,742.44 was held in the Co-op bank account and £67.64 as cash in hand.

<table>
<thead>
<tr>
<th>Opening/closing balance</th>
<th>2013/14</th>
<th>2012/13</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening balance</td>
<td>£5,963.42</td>
<td>£9,443.81</td>
<td>-£3,480.39</td>
</tr>
<tr>
<td>Closing balance</td>
<td>£1,810.08</td>
<td>£5,963.42</td>
<td>-£4,153.34</td>
</tr>
<tr>
<td>Change in funds</td>
<td>-£4,153.34</td>
<td>-£3,480.39</td>
<td>-£672.95</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of funds</th>
<th>2013/14</th>
<th>2012/13</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Bank</td>
<td>£5,903.42</td>
<td>£9,390.33</td>
<td>-£3,486.91</td>
</tr>
<tr>
<td>Closing Bank</td>
<td>£1,742.44</td>
<td>£5,903.42</td>
<td>-£4,160.98</td>
</tr>
<tr>
<td>Opening Cash</td>
<td>£60.00</td>
<td>£53.48</td>
<td>£6.52</td>
</tr>
<tr>
<td>Closing Cash</td>
<td>£67.64</td>
<td>£60.00</td>
<td>£7.64</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary income/expenses</th>
<th>2013/14</th>
<th>2012/13</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>£452.12</td>
<td>£2,372.62</td>
<td>-£1,920.50</td>
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<tr>
<td>Expenses</td>
<td>£4,605.46</td>
<td>£5,853.01</td>
<td>-£1,247.55</td>
</tr>
<tr>
<td>Net Profit/Loss</td>
<td>-£4,153.34</td>
<td>-£3,480.39</td>
<td>-£672.95</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Available funds</th>
<th>2013/14</th>
<th>2012/13</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve</td>
<td>£1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available Funds</td>
<td>£810.08</td>
<td>£4,963.42</td>
<td>-£4,153.34</td>
</tr>
</tbody>
</table>

See the following page for a breakdown of income and expenses by Transition Cambridge sub-group and by type of donation/expense.

Notes on this year’s accounts

- Expenditure exceeded revenues by £4,153.34 for the year
- This shortfall was met by a decrease in the bank balance to £1,742.44
- In part this follows from the policy decided at the 2012 AGM to utilise available funds for projects
- However, further sources of funds should be identified and realised (e.g. grants, fund raising events etc.) to ensure the organisation remains viable
- Groups should also seek to identify revenue sources tied to each activity to ensure that they are not a drain on funds
- As requested by one grant giver (Cambridge City Council) a reserve of £1,000 has been established for any unforeseen costs
The accounts were audited on 15th October 2014 by Ms Jane Cook, who is thanked for her efforts.

Martin Roach, Treasurer