



**Wiltshire  
Air Ambulance**

funded by you, flying for you

**Wiltshire Air Ambulance Charitable Trust**

**Minutes of the Meeting of the Board**

Wednesday 26<sup>th</sup> July 2017, 6.30 pm

Melksham Town Football Club, Oakfields, SN12 7GU

|               |  |   |
|---------------|--|---|
| Present       | Chris Lear (CL)<br>Richard Youens (RY)<br>David Philpott (DP)<br>Anna Cole (AC)<br>Peter Foskett (PF)<br>Brian Stables | Chairman<br>President<br>CEO<br>Trustee<br>Trustee<br>Trustee |
| In Attendance | Danielle Friend (DF)<br>Kathleen Elsdon (KE)   | Head of Finance<br>Secretary to the Board – PA To Go Ltd      |

| ITEM |   |  |
|------|---|--|
| 1.   | <u>Welcome</u>  |  |
|      | The host for the evening Ceri Hurford-Jones, Spire FM, welcomed everyone to the AGM. He thanked Melksham Town Football Club for hosting the event and for supplying the refreshments.   |  |
| 2.   | <u>Chris Lear (Chairman of WAACT Trustees)</u>  |  |
|      | Chris Lear thanked everyone for attending the AGM. He introduced the Trustees prior to the business section of the meeting.   |  |
| 3.   | <u>Board Meeting</u>  |  |
|      | <ul style="list-style-type: none"><li>i. <u>Welcome</u><br/>The Chairman welcomed everyone to the AGM.</li><li>ii. <u>Apologies for absence</u><br/>No apologies were received.</li><li>iii. <u>Declarations of interest</u><br/>No declarations of interest were given by the Board of Trustees.</li><li>iv. <u>Approval of 2016 minutes</u><br/>The minutes were approved as being a true representation of 2016's AGM and signed by the Chairman.</li><li>v. <u>Presentation of accounts</u></li></ul> |  |

|                           | <p>Chris Lear advised the AGM that Danielle Friend, WAA Head of Finance, would be presenting WAA's accounts to the meeting, for the financial year of 1st November 2015 to 31st October 2016.</p> <p>vi. <b>Approval of Annual Report</b><br/>The Board approved the annual accounts and were signed by the Chairman.</p> <p>vii. <b>Close</b><br/>The formal business section of the AGM was brought to a close.</p>  |                  |             |             |                        |           |           |                           |           |           |              |                  |                  |  |             |             |                  |           |         |                  |           |        |               |           |           |              |                  |                  |  |
|---------------------------|--|------------------|-------------|-------------|------------------------|-----------|-----------|---------------------------|-----------|-----------|--------------|------------------|------------------|--|-------------|-------------|------------------|-----------|---------|------------------|-----------|--------|---------------|-----------|-----------|--------------|------------------|------------------|--|
| 4.                        | <p><b><u>Presentation by Danielle Friend (Head of Finance)</u></b></p> <p>Danielle Friend, WAA Head of Finance, presented WAA's accounts, for the financial year of 1st November 2015 to 31st October 2016, as James Gare from Monahans Chartered Accountants and Business Advisers, was unable to attend the meeting, however he sent the following message to the AGM:</p> <p><i>The Wiltshire Air Ambulance Trust is a well-run and impressive organisation who has had another very successful year. There is clearly a lot the charity has to be proud of in terms of its achievements and I am really sorry not to be able to be with you all tonight to help celebrate!</i></p> <p><i>That said, I appreciate a lot more work is needed to achieve the charity's goal of a new air base and I would like to wish the Charity the best of success for the year ahead.</i></p> <p>James Gare – statutory auditor</p> <p>The role of Monahan's is to:</p> <ol style="list-style-type: none"> <li>Examine the procedures and controls used by the Charity</li> <li>Obtain evidence about the amounts and disclosures in the accounts</li> <li>Testing to ensure that the expenditure relates to charitable activities</li> <li>Review the accounts prepared by WAA to ensure these comply with relevant regulations</li> </ol> <p>Danielle gave a commentary on the recent financial audit:</p> <p><b><u>Headlines</u></b></p> <p><b>Income</b></p> <table border="0" data-bbox="411 1451 1209 1601"> <thead> <tr> <th></th> <th style="text-align: right;"><b>2016</b></th> <th style="text-align: right;"><b>2015</b></th> </tr> </thead> <tbody> <tr> <td>Donations and Legacies</td> <td style="text-align: right;">4,994,194</td> <td style="text-align: right;">2,388,669</td> </tr> <tr> <td>Income from other Sources</td> <td style="text-align: right;">1,206,754</td> <td style="text-align: right;">1,066,018</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>6,200,948</b></td> <td style="text-align: right;"><b>3,454,687</b></td> </tr> </tbody> </table> <p>A quick look at funds:</p> <table border="0" data-bbox="411 1697 1209 1870"> <thead> <tr> <th></th> <th style="text-align: right;"><b>2016</b></th> <th style="text-align: right;"><b>2015</b></th> </tr> </thead> <tbody> <tr> <td>Restricted funds</td> <td style="text-align: right;">2,535,399</td> <td style="text-align: right;">183,651</td> </tr> <tr> <td>Designated funds</td> <td style="text-align: right;">2,520,505</td> <td style="text-align: right;">40,110</td> </tr> <tr> <td>General funds</td> <td style="text-align: right;">2,573,868</td> <td style="text-align: right;">4,155,878</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>7,629,772</b></td> <td style="text-align: right;"><b>4,379,639</b></td> </tr> </tbody> </table> |                  | <b>2016</b> | <b>2015</b> | Donations and Legacies | 4,994,194 | 2,388,669 | Income from other Sources | 1,206,754 | 1,066,018 | <b>Total</b> | <b>6,200,948</b> | <b>3,454,687</b> |  | <b>2016</b> | <b>2015</b> | Restricted funds | 2,535,399 | 183,651 | Designated funds | 2,520,505 | 40,110 | General funds | 2,573,868 | 4,155,878 | <b>Total</b> | <b>7,629,772</b> | <b>4,379,639</b> |  |
|                           | <b>2016</b>  | <b>2015</b>      |             |             |                        |           |           |                           |           |           |              |                  |                  |  |             |             |                  |           |         |                  |           |        |               |           |           |              |                  |                  |  |
| Donations and Legacies    | 4,994,194  | 2,388,669        |             |             |                        |           |           |                           |           |           |              |                  |                  |  |             |             |                  |           |         |                  |           |        |               |           |           |              |                  |                  |  |
| Income from other Sources | 1,206,754  | 1,066,018        |             |             |                        |           |           |                           |           |           |              |                  |                  |  |             |             |                  |           |         |                  |           |        |               |           |           |              |                  |                  |  |
| <b>Total</b>              | <b>6,200,948</b>   | <b>3,454,687</b> |             |             |                        |           |           |                           |           |           |              |                  |                  |  |             |             |                  |           |         |                  |           |        |               |           |           |              |                  |                  |  |
|                           | <b>2016</b>  | <b>2015</b>      |             |             |                        |           |           |                           |           |           |              |                  |                  |  |             |             |                  |           |         |                  |           |        |               |           |           |              |                  |                  |  |
| Restricted funds          | 2,535,399  | 183,651          |             |             |                        |           |           |                           |           |           |              |                  |                  |  |             |             |                  |           |         |                  |           |        |               |           |           |              |                  |                  |  |
| Designated funds          | 2,520,505  | 40,110           |             |             |                        |           |           |                           |           |           |              |                  |                  |  |             |             |                  |           |         |                  |           |        |               |           |           |              |                  |                  |  |
| General funds             | 2,573,868  | 4,155,878        |             |             |                        |           |           |                           |           |           |              |                  |                  |  |             |             |                  |           |         |                  |           |        |               |           |           |              |                  |                  |  |
| <b>Total</b>              | <b>7,629,772</b>   | <b>4,379,639</b> |             |             |                        |           |           |                           |           |           |              |                  |                  |  |             |             |                  |           |         |                  |           |        |               |           |           |              |                  |                  |  |

| 5.         | <p><a href="#">Video</a></p> <p>Heli Med 22 preparing for a mission.</p> <p>A short video was shown supplied by one of WAA's long-standing corporate supporters V12 Footwear.</p>   |         |        |      |  |         |         |         |        |            |        |        |       |          |         |         |       |  |
|------------|---|---------|--------|------|--|---------|---------|---------|--------|------------|--------|--------|-------|----------|---------|---------|-------|--|
| 6.         | <p><a href="#">Ben Abbott (Paramedic)</a></p> <p>Ben Abbott gave an overview of his role as a paramedic with WAA. He has been a paramedic for 4-5 years and is able to give blood transfusions, ultrasound and resuscitation. Ben is on a training pathway for a Masters in Critical Care funded by WAA. This qualification gives exceptional care to patients and advanced medical skills as it enables the Critical Care Paramedic to give Ketamine analgesia and sedation, making it possible for WAA to save people who suffer life-threatening illness or injury.</p> <p>Ben said that the new base, as a dedicated site for the WAA, would bring all personnel of WAA together in one bespoke building.</p> |         |        |      |  |         |         |         |        |            |        |        |       |          |         |         |       |  |
| 7.         | <p><a href="#">Jemma Brown (Volunteers and Education Manager)</a></p> <p>Jemma Brown explained that volunteering was the life blood of a charitable organisation and that WAA would not be able to exist without the volunteers. The volunteers had donated 1,400 hours this year, double, at this point, to last year. Jemma asked the question "What makes people volunteer?" Her response was that it came from the heart. She thanked the people who volunteer for WAA as it helps save lives.</p>  |         |        |      |  |         |         |         |        |            |        |        |       |          |         |         |       |  |
| 8.         | <p><a href="#">Video</a></p> <p>The Twenty-Five Years of Saving Lives film was played and three patients of the Wiltshire Air Ambulance kindly shared their stories.</p>  |         |        |      |  |         |         |         |        |            |        |        |       |          |         |         |       |  |
| 9.         | <p><a href="#">Stuart Hershbein (Patient)</a></p> <p>Stuart gave a background to his life-saving journey with the Wiltshire Air Ambulance. His life was saved by the speedy response of the air ambulance and he now spends a lot of his time promoting the excellent work of the air ambulance throughout Wiltshire.</p>   |         |        |      |  |         |         |         |        |            |        |        |       |          |         |         |       |  |
| 10.        | <p><a href="#">Rebecca de la Bedoyere (Senior Fundraising Manager)</a></p> <p>Rebecca de la Bedoyere, Senior Fundraising Manager, was pleased to announce that WAA had won the Lottery of the Year Award. The fundraising figures for 2016 against 2015 were as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>2015</th> <th>2016</th> <th></th> </tr> </thead> <tbody> <tr> <td>Lottery</td> <td>876,681</td> <td>969,713</td> <td>+10.6%</td> </tr> <tr> <td>WAA Events</td> <td>15,736</td> <td>52,228</td> <td>+232%</td> </tr> <tr> <td>Legacies</td> <td>417,943</td> <td>990,976</td> <td>+137%</td> </tr> </tbody> </table>   |         | 2015   | 2016 |  | Lottery | 876,681 | 969,713 | +10.6% | WAA Events | 15,736 | 52,228 | +232% | Legacies | 417,943 | 990,976 | +137% |  |
|            | 2015  | 2016    |        |      |  |         |         |         |        |            |        |        |       |          |         |         |       |  |
| Lottery    | 876,681   | 969,713 | +10.6% |      |  |         |         |         |        |            |        |        |       |          |         |         |       |  |
| WAA Events | 15,736  | 52,228  | +232%  |      |  |         |         |         |        |            |        |        |       |          |         |         |       |  |
| Legacies   | 417,943   | 990,976 | +137%  |      |  |         |         |         |        |            |        |        |       |          |         |         |       |  |

|   | 2015   | 2016    |      |
|---|--|---------|------|
| Textile Recycling   | 43,391   | 40,399  | -8%  |
| Friends of WAA  | 17,877   | 16,256  | -9%  |
| General Donations   | 123,756  | 104,338 | -15% |
| <p>Rebecca thanked the Friends and volunteers who support WAA in many ways. The highlights of the year were The Silver Jubilee Ball, the Cycle Ride and the Bake Off. She thanked the volunteers for bringing our Mascot Wilbur to life. The 425 missions were only possible because of what the friends and volunteers do and they helped to ensure the crew could be there for the people of Wiltshire.</p> |  |         |      |
| 11.   | <p><a href="#">David Philpot, CEO</a>, thanked everyone who attended and took part in the AGM; Ceri for donating his time, Kath for taking the minutes and the Trustees. He added “that they were a great Board of Trustees.” He observed that the real heroes were the volunteers and the people of Wiltshire who raise money for WAA. It was a grass roots service, funded by the people of Wiltshire for the people of Wiltshire.</p> <p>Three years ago, WAA were made aware of a need to find a new site for the helicopter. The WAA has been flying from the Police Headquarters, originally as a police helicopter, for twenty-six years. It has been a fantastic journey. WAA secured and brought 12.6 acres of land at Semington. The benefit of owning its own land would mean the charity had full control of its future and not subject to the uncertainty that renting can bring. The building of the new air base was an exciting project costing £5.2 million to build. It would be the first time in WAA’s history that pilots, paramedics and charity staff were working together in one place.</p> <p>The project has local media support. A group of business leaders were donating £10,000 each and 100 smaller businesses were turning £50 into £500. David said that the Airbase Appeal has given a great opportunity for the airbase to be something owned by and built by the people of Wiltshire. The airbase would be built on time. One local trust had pledged gave £2.7 million.</p> <p>The hardest bit of the appeal was the last bit and David asked to see what the people of Wiltshire could do to raise the remaining funds for the new airbase.</p> <p><a href="#">Q&amp;A</a> A gentlemen attendee ask how much money was raised at the Lowden Funding Raising Auction. A member of WAA advised that the money raised was £10,250.</p> |         |      |

The Board agree these minutes are a true representation of this meeting

Signed:

Date:

Chris Lear  
Charity Chairman