



## Interchange

### Annual General Meeting

**Monday 12th September 2016 at 5.30pm**

The Interchange Office, Room G37

Eleanor Rathbone Building, University of Liverpool

#### **Agenda:**

- Welcome
- Apologies
- Minutes of Last AGM (2<sup>nd</sup> June 2015)
- Matters Arising
- Chair's Report (including Secretary and Co-ordinator Reports)
- Treasurer's Report and Presentation of Audited Financial Statement
- Nominations and Elections of Officers to the Executive Committee
- Date of next AGM
- Close

**Chair's Report:** Louise Hardwick

*With thanks*

The student and community activities would not have been possible without the continued support of all the trustees:

Secretary – Dr Lindsey Metcalf

Treasurer – Howard Hunt

Community representatives – Ben Carpenter, Mike Hogan, Angie Daley (Angie resigned as a trustee)

Academic staff – Professor David Whyte, Dr Andrew Kirton

Alumni – Laura Donovan

New trustee: Marie Wheldon

Interchange Coordinator - Claudette Graham.

Claudette has continued to seek out VCOs across Merseyside and Greater Manchester that work with hard-to-reach groups. This has led to these VCOs having useful project reports that will hopefully be of

benefit to them, their beneficiaries and local communities. Additionally our students have had amazing learning opportunities collaborating with these innovative services by taking their research skills into the community. And, finally, thanks must go to all the VCOs and students that have collaborated over 2015.

#### *Undergraduates*

2015 marked the demise of the modules 'Applied Social Research', 'Reflecting on Applied Social Research' and 'Social Policy Project: work-based learning' and replacement 'The Interchange Portfolio: work-based learning' combining the key elements of the three modules. The teaching team expanded to include Paul Jones, alongside Andrew Kirton, Louise Hardwick and David Whyte.

**Soci303 Interchange Portfolio: work-placed learning:**

Aisling Shiel	Autism Initiatives	Katie Nolan	Celtic Roots Music
Amelia Greenstreet	Magenta Living	Millie Nelmes	MOWLL
Aran May	HYPE	Olivia Cull	AWF
Beth Callaghan	Sahir House	Olivia Farrar	Happy Times Activities
Callum Power	Keys to empowerment	Penny Upton	Sutton Manor Activity Hub
Carly Jones	St Johns Youth Centre	Rebecca Barnes	SWACA
Ella Harley	You're Amazing	Rhiannon Prosser	NYAS
Ellie Johnston	AWF	Rianna McDonold	St Helens Mind
Ffion Hughes	Sticks n Steps	Sophie-Ellen Jones	AWF
Holly Westbrook	Granby Dev Trust	Stephanie Bridle	WEB
Jessica Wignall	Voice of nations	Viktoria Junasko	Caritas Care

#### *Events*

- The impact of a community university partnership over 21 years

Funded by the School of Law & Social Justice Development Fund a celebratory symposium was held on the impact of a community university partnership over 21 years. This took place in Blackburn

House, November 2015. Representative from past and present VCO attended with presentations by:

- Irene Hall, the founder of Interchange
- Ben Carpenter (trustee) presenting on his SRol analysis of Interchange
- Marie Wheldon and Laura Donovan, both trustees and presenting on their collaboration in 2012. This was when Marie worked with Whisk and acted as link worker for Laura, then an Interchange student researcher.

#### *Interchange prizes*

The **David Hall Memorial Prize** for best Interchange project was won by Beth Callaghan.

#### **Secretary's Report:** Lindsey Metcalf

The Interchange management committee had the pleasure of deciding how best to mark the 21<sup>st</sup> anniversary of our organisation in 2015. We were delighted to host a celebratory event at Blackburne House in November, at which many of our past and present students and link workers from many of the voluntary organisations we have worked with were present. Guest of honour was Irene Hall, one of the founders of Interchange. Present committee members were very pleased to meet Irene and to hear her speak about the early days of the organisation.

The committee remain immensely proud of the contribution made by Interchange students and the positive feedback received from local organisations about the impact that Interchange projects can make. This year we congratulated 22 students as they graduated from the university, and in September we welcomed a further 21 new Interchange students taking up projects in the local community.

As well as contributing to committee members and maintaining the effective governance of the charity, the volunteers on our committee provide ongoing support to the Coordinator by helping to publicise the benefits to local organisations of hosting an Interchange student. They also give up their time to support the summer briefing meetings, which form a crucial part of the process of developing successful research proposals and project plans. We are a very small charity, and the voluntary support provided by our committee members is invaluable. A special thanks this year goes to our trustee Ben Carpenter, for the pro bono work he has provided to Interchange to conduct a Social Return on Investment assessment of our charity.

#### **Treasurer's Report:** Howard Hunt

In my first year as treasurer for Interchange, we have seen very little movement in the accounts other than the replenishment of petty cash for ongoing expenses from our current account. This has resulted in a small (under £200) negative cash flow on this account. The deposit account was untouched and, therefore, gained a small amount of interest. Overall, our assets have decreased by approximately 2.5% in 2015. This is in line with previous years' movements. During the year we received a grant to hold a 21<sup>st</sup> Birthday celebration. This was managed outside our normal accounting system.

From 2016 onwards, it may be advantageous for us to include salaries and facilities payments from the University in the annual accounts. At the moment, this would have a neutral impact on the accounts but in future we may need to show these figures in the accounts. This will particularly apply if we have separate income streams from outside the University.

For 2015, we appointed a new independent examiner, Mr John Hannah, from Elmwood Accounting. It is proposed that we continue with this arrangement for 2016.

#### **Staff Report:** Claudette Graham

2015 was another busy year for Interchange. We continued to provide support to our 22 2014/15 students. We held several briefing sessions for the Voluntary and Community Organisations (VCOs) which resulted in 44 project ideas for 2015/16. We also welcomed new partnership with several new VCOs and continued to work successfully with current partners. There was continued high attendance at the drop in sessions in the Interchange office as the flexibility of drop in times was favourable.

Our 22 students graduated in July 2015 we welcomed 21 new students in September 2015.

We celebrated 21 years of Interchange with a wonderful event held at Blackburne House which captured Interchange generously over the past, present and future. As we approach the end of 2015 our cohort of students settled in with their projects and Link Workers.

