

**Women in Film & Television (UK) Ltd.**

(the "Company")

Minutes of the 28th Annual General Meeting of the Company held at 18:30 on Thursday 25 July 2019 in the Balcony Bar, BFI Southbank, London SE1 8XT

**Present:** see Sign-In Sheet 2019

Board members present – Zeb Achonu, Sara Putt, Satwant Gill, Anne Morrison, Liz Tucker, Emma Thomas, Victoria Gaskell

**Apologies:** Apologies were received from Board Members: Ade Rawcliffe, Val Cazalet and Mary Aldridge

1) The WFTV Chair, Liz Tucker, welcomed everybody and having noted that a quorum of members was present, declared the Meeting open at 18:40.

2) The Chair proposed that the Notice of the 28th Annual General Meeting, having been sent to all members on the 10 July 2019, was taken as read and IT WAS AGREED without objection that the Notice had been sent and that it be taken as read.

3) The Chair referred to the Minutes of the preceding Annual General Meeting of the Company held on Friday 13 July 2018 and proposed as resolution 4 that the minutes as drafted be approved. The resolution was seconded by Sara Putt.

**A vote was taken and the minutes were approved unanimously.**

4) The Chair then invited questions on the Company accounts for the financial year ended 31 August 2018. There being no questions, the Chair proposed as resolution 1 that the annual accounts for the financial year ended 31 August 2018 together with the directors' report and the auditor's report on those accounts be received.

The resolution was seconded by Anne Morrison.

**The resolution was put to the Meeting and carried unanimously.**

5) The Chair then noted resolution 2, that Arram Berlyn Gardner be re-appointed as auditors of the Company and that the directors be authorised to fix their remuneration, and called on a Board member to propose the resolution.

The resolution was proposed by Emma Thomas.

**The resolution was put to the Meeting and carried unanimously.**

6) The Chair proposed the special resolution 5 to consider and if thought fit approve the amended Membership Rules accompanying this notice as the new Membership Rules of the Company in substitution for and to the exclusion of all previous Membership Rules of the Company. There being no questions, the Chair proposed that the amended Membership rules were received.

The resolution was proposed by Satwant Gill and seconded by Zeb Achonu.

**The resolution was put to the Meeting and carried unanimously.**

7) The chair proposed the second special resolution 6 to consider and if thought fit approve the amended Articles of Association accompanying this notice as the new Articles of Association of the Company, in substitution for and to the exclusion of all previous Articles of Association of the Company (including for the avoidance of doubt any provisions deemed to be included in the Company's current articles of association by virtue of section 28 Companies Act 2006). There being no questions, the Chair proposed that the amended Articles of Association of the Company were received.

The resolution was proposed by Emma Thomas and seconded by Anne Morrison.

**The resolution was put to the Meeting and carried unanimously.**

8) The Chair concluded the formal business of the meeting. The Chair then highlighted the achievements made by WFTV over the last year.

- Membership levels at their highest that they have ever been at close to 2000 members.
- Wider range of events offered, including the following firsts such as mums and babies thank you to member Emma Butt for her assistant on this.
- New regional events hubs in Leeds, Cardiff and Manchester and further centres are planned. Many thanks to all our regional organisers for the huge amount of volunteer work they have put into this.
- Brand new industry focused events including 1-2-1 and Tips and Tricks
- We are working to make our events truly inclusive and have now run two British Sign Language thanks to WFTV member and mentee Caroline O'Neill for helping expand our knowledge in this area.
- Our new social strand of Pub quizzes, with thanks to Miriam Feintuck the quiz Maestro.
- The newsletter has been revamped to give members and partners a better insight into what we do.
- Our mentoring scheme has had a hugely successful year, with Tracey Forsyth' building on the work by Nicola Lee's and we've launched mentoring drinks receptions to connect our sponsors, mentors and mentees, so that our sponsors are able to have a clear idea of all that our mentoring scheme achieves.
- Following the inaugural year of our Pat Llewellyn Bursary fund, where three women won £10,000 to put into development funding for their TV projects, we are currently accepting applications for the second year of funding.
- The annual award lunch was a huge success with tables selling out in 90 seconds, so due to overwhelming demand we have managed to squeeze in a few more tables this year as a result making our biggest profit yet which will go back into the organisation to continue growing next year.

The Chair then extended thanks to the following people:

- The WFTV Board, of whom present were formally introduced as follows; Emma, Zeb, Satwant, Anne, Victoria and Sara
- The WFTV Finance Committee, chaired by Deputy Chair Sara Putt.
- The WFTV Secretary, Victoria Gaskell.
- The WFTV Treasurer, Val Cazalet.
- All the members of WFTV for their continuing support of the organisation.
- Tracy Forsyth who the Chair presented with a gift
- The WFTV staff, our office, awards and events team: Miriam Feintuck, Lisa Kingston and AmyLouise Mill. The Chair presented them all a gift.

9) The Chair then asked then if there were any further questions. There were none.

10) There being no other business or questions, at 6.55pm the Chair declared the meeting closed.