



2019 Annual General Meeting

Wednesday 3 April, 2018
5 PM

The Bay School of San Francisco
35 Keys Avenue
San Francisco, CA 94129

Agenda



- I. Welcome to Members by the President
Malcolm Manson
- II. Acceptance of AGM Minutes for March 29, 2018
- III. Consul General's Report
Andrew Whittaker, British Consul General
- IV. Financial and Investment Report
Stuart Keirle, Chief Financial Officer
- V. Executive Director Report
Jennifer Baker, Executive Director
- VI. Introduction and Election of New Directors
Malcolm Manson, President
- VII. Other Business for Discussion
- VIII. Adjournment



Welcome to the Members

Malcolm Manson
President



Acceptance of A.G.M.
Minutes for March 29, 2018

**BRITISH BENEVOLENT SOCIETY OF CALIFORNIA
SAN FRANCISCO**

**MINUTES OF THE ANNUAL GENERAL MEETING
OF THURSDAY, March 29, 2018**

At the Bay School of San Francisco
35 Keyes Avenue, San Francisco, CA



Present: Karen Thomas (President), Paul Llewellyn (Vice President), Stuart Keirle
(Chief Financial Officer), Stacey Archbell (Secretary), Susie Gregory, Charles
Cockerton, Stuart Bagshaw, Marcus Molinero, Jennifer Baker (Executive Director)

Consulate-General: Andrew Whittaker (British Consul General)

Also present: Life and regular members of the Society

Absent: Malcolm Manson (Director), Nicola Richardson (Honorary Member)

The meeting was called to order at 5:30 p.m. President Karen Thomas welcomed members and guests to the Malcolm Manson Room at the Bay School to the 160th Annual General Meeting. As outgoing President, she said a big thank you to the Board and BBS membership. Karen acknowledged Andrew Whittaker, British Consul General and David Campbell from the St Andrew's Society. Karen gave Jennifer Baker, Executive Director, a big thank you for her tireless, professional work in her first year and for organizing the AGM. Karen thanked Business Members: Florin Pensions, FNB of California, Kiosk and CBA. Karen highlighted the new web site completed last year by Kiosk and again, recognized CBA for their pro-bono work on rebranding the BBS. Karen made a special thank you to Andy MacKay of 20/20 Productions and Joy Perkins of Omnibus Organizing who both donated their time and resources to help with a particularly difficult relief case.

Karen noted the changes in the members of the board and one committee. Malcolm Manson will become the new and incoming President for the 2018-19 year. The Relief Committee will see the departure of Susie Gregory, who is termed out and stepping down from board and as Chair of the Relief Committee. Susie will remain on the Relief Committee and continue to assist with our relief work, the core mission of the BBS. Karen thanked Kathleen Kimura for her ongoing help with Cynthia Smith as her circumstances have become more and more involved and quite personal. Karen noted that relief cases are noticeably involving more elderly Brits on their own with no family, others with mental health issues and even families affected by floods or fire disasters. Last year BBS spent \$33K on relief support and have spent \$14K in the first quarter of 2018.

Approval of the Minutes

The minutes of the April 7, 2017 AGM were approved by Susie Gregory and seconded by Stuart Keirle.

Financial and Investment Report
Stuart Keirle CFO BBS

The Investment Committee consists of Stuart Keirle, Marcus Molinero, Charles Cockerton, Stuart Keirle, David Harding, Don Sly and John McCorkindale.

- Investment portfolio unrealized gain \$173,898, realized gain \$56,113, Interest and Dividends \$58,741 in 2017.
- Expenses – Relief and Grants \$35,644, other expenses including payroll were \$113,632.
- Total revenue \$309,617 – Total expenses \$149,276 resulted in increased equity of \$160,341.
- Long term BBS portfolio is very conservative with current asset allocation of 66% equity/ bonds 21% / balance cash and preferred.

Introduction and Relief Report **Jennifer Baker Executive Director**

Jenn thanked guests for taking the time to attend the AGM. Noting that everyone has very busy lives and that making time to share themselves with the BBS is very much appreciated.

Jenn noted that we began the year focusing on membership: engagement and retention. Turning our efforts to not only individual members but also corporate or business members. We doubled our corporate membership from 2 last year to 4 this year! Business Members are Florin Pensions, FNB of California, Kiosk and M2Mi.



BBS membership numbers are as follows:

- Individual: 126
- Business: 4
- Life: 37

She noted that we implemented a ground breaking rebranding of our logo and website. The web site is the primary tool that we use to engage with our members and any other visitors, to promote events, share relief stories, it is a place where visitors can renew their membership or join the organization. We also use the site to continue to promote the BBS heritage and ongoing relevance in the community.

Relief

Jenn said that we started out 2017 by providing assistance to mostly standard cases: assistance with replacing lost/stolen passports, providing financial assistance for repatriation and petty cash for those that came across difficult times. But, as the year progressed, we found ourselves involved in cases where Brits in their 70's and 80's, living on their own, were in desperate need of assistance and a helping hand. In the past few months, the Relief Committee have become Senior Advocates. Some highlighted cases include:

- Relief to a family that lost their home in the North Bay Fires
- Applying for a Green Card green card for an 83-year-old man, living out of his car
- Securing affordable housing for and moving a 75-year-old woman (completely on her own) to a new apartment in Reno
- Most recently providing a range of assistance, again a woman on her own, as she navigates the healthcare system while recovering from a broken hip. She also faces further medical procedures not even related to her hip!

Jenn noted that we have been very busy with relief assistance over the past 8 months, she was not sure if it is a trend or just an unusual time. We shall see. She also said that all of these cases were heartbreaking and it was incredibly rewarding to make a difference in these lives. She emphasized that the common theme for these cases is that without the BBS, these individuals would have no one. No one to help them through these incredibly difficult times and no one to make sure that they were not sleeping on the street. Membership and donations help us to continue to provide this assistance.

Events of 2017:

- Mill Valley for Curry
- SF for Fish and Chips
- Danville Pub Quiz
- The 49th Remembrance Day Service at Grace Cathedral
- San Francisco Christmas dinner



The next event is on the 19th of April at Mantra Wines in Novato. She thanked Florin Pensions for sponsoring the event.

She encouraged all members to continue spreading the word about what we do and what we would like to do! She is very open to how and when we engage with Brits in the Bay Area and is open to suggestions and ideas. She reminded attendees that members do not need to be a Director or on the Board to be on a committee. If members know of someone who may be a good fit for us (specifically—Relief or Events) please let her know and she will connect with them. The BBS doesn't need all of your time in order for the organization to be successful, if you can all contribute a little of your time and expertise, we will be able to continue to move forward as an organization and connect even more Brits in the Bay Area.

Jenn made a special thank you to the BBS Board Members for taking the time to get to know her over this past year and for taking the time to help her through it. She thanked everyone on the Relief Team for their time, compassion and willingness in demonstrating just how invaluable the BBS is. She thanked our partners at the British Consulate General - Melissa and Nicola, Andy and all of his staff. She thanked Marcus for all of his behind the scenes assistance with our IT. She finished by thanking Karen for an incredible year. She noted that Karen has been involved in every committee this year—relief, events, investment and the nomination committee. It will be a change but we hope she knows that she has left things in good hands.

Consul General's Report **Andrew Whitaker, British Consul**

Andrew Whittaker, British Consul-General thanked Karen Thomas and the BBS for all their hard work over the last year helping British Citizens in need. He also thanked members of the Relief Committee for all their hard work over the last 12 months.

Andrew went into detail about one of the more recent compassionate cases where the BBS made a very big difference in the life of an individual. By providing essential financial assistance to a Brit who traveled to the US, against the advice of his doctors and family. He suffered from many mental health issues and quickly found himself in an extremely vulnerable position living on the streets in San Francisco. He was only able to return home because of the partnership, compassion, dedication and organization of a variety of agencies, SF police, multiple social service agencies, BCGSF and the BBS. This person is now under medical care and back with his family who was extremely worried about him. It is very rare that a Consul General is involved in a Consular case and he noted that he was aware and involved. He was grateful and truly moved by the impact and potential of the organization

Consular work makes a real difference to people's lives. For our Consular Officers, the BBS enables us to really help people in dire situations and go one step further when they need it the most. BCGSF is very fortunate and in a unique position to have the opportunity to work with a charity such as the BBS. Andrew repeated his belief that without the support we couldn't do it without you. Only 2 consulates in the world have back up such as the BBS and it makes a big difference.

Introduction and Election of New and Re-Elected Directors

Paul Llewellyn introduced the election of new directors and re-election of former directors to the AGM attendees.

The appointment of the following directors was ratified:

President:

Malcolm Manson



New Board Members:

Lucy Feltham

Luke Patten

Kathleen Kimura

Adjournment

The meeting was adjourned at 6:00 P.M., and the AGM Reception followed.



Consulate General's Report

Andrew Whittaker
British Consul General



Financial and Investment Report

**Stuart Keirle
Chief Financial Officer**

The British Benevolent Society of California, Inc.
Comprehensive Income Statement-SUMMARIZED
 January through December 2018

	TOTAL
Ordinary Income/Expense	
Income	
4000 · Contributed Revenue	14,831.46
4100 · Fund Raising Events-Revenue	505.00
4500 · Member Events*	15,235.98
4600 · Earned Revenue	57,415.27
Total Income	87,987.71
Gross Profit	87,987.71
Expense	
5100 · Relief And Care	41,256.23
5000 · Fund Raising Events	20.00
5500 · Transition Support	1,992.21
5700 · Members Event Expense*	21,570.40
6000 · Personnel	90,058.93
6100 · Professional Services	7,080.00
6200 · Communications and Outreach	23,699.80
6300 · Operational Costs	3,910.33
6400 · Occupancy	2,183.95
6500 · Insurance	544.00
6600 · Business Expenses	969.83
6700 · State Taxes	101.15
Total Expense	193,386.83
Net Ordinary Income	(105,399.12)
Other Income/Expense	
Other Income	
9000 · Other Income	(213,737.14)
Total Other Income	(213,737.14)
Net Other Income	(213,737.14)
Net Income	(319,136.26)

The British Benevolent Society of California, Inc.
Balance Sheet
As of December 31, 2018

Dec 31, 18

ASSETS

Current Assets

Checking/Savings

1000 · Tri Counties Bank	380.05
1010 · Fidelity-Cash	78,514.40
1014 · PayPal	355.00
1015 · Petty Cash	10.00

Total Checking/Savings 79,259.45

Total Current Assets 79,259.45

Other Assets

1310 · Fidelity-Investments 1,906,429.48

Total Other Assets 1,906,429.48

TOTAL ASSETS 1,985,688.93

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

2030 · J.Baker TriCounties CC 1,707.40

Total Credit Cards 1,707.40

Total Current Liabilities 1,707.40

Total Liabilities 1,707.40

Equity 1,983,981.53

TOTAL LIABILITIES & EQUITY 1,985,688.93

The British Benevolent Society of California, Inc.
Statement of Cash Flows
January through December 2018

	Jan - Dec 18
OPERATING ACTIVITIES	
Net Income	-319,136.26
Adjustments to reconcile Net Income to net cash provided by operations:	
Net cash provided by Operating Activities	-320,734.81
INVESTING ACTIVITIES	
1310 · Fidelity-Investments	281,414.15
Net cash provided by Investing Activities	281,414.15
Net cash increase for period	-39,320.66
Cash at beginning of period	118,580.11
Cash at end of period	<u>79,259.45</u>



Executive Director Report

Jennifer Baker
Executive Director



Introduction and Election of New Directors

**Malcolm Manson
President**



Other Business for Discussion



Adjournment