



ANNUAL REPORT 2009 / 2010

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HBWC President's Report for the year ended March 2010 by Pamela Looper, President 2009-2010

The Highland Business Women's Club has continued to go from strength to strength over the past year and I consider myself privileged to have been President at such an exciting time. I find it difficult to believe the year is drawing to a close already and it is nearly time to hand over!

I am pleased to report we have had another good year with membership numbers growing steadily and the monthly meetings being very well attended. At the start of the year we invited all members, and guests that had attended recent meetings, to complete an online questionnaire gathering feedback on your experience of the club meetings and to hear what type of topics and venues you would want from future HBWC meetings. This was a very interesting and insightful exercise and it will not surprise you that networking was the most popular reason for attending the HBWC. Most of you want a mix of social and business meetings and a friendly atmosphere that encourages mingling and meeting new people.

We made it a priority to listen to our members and continued asking for feedback after most meetings. Our monthly meetings have covered a wide range of topics from optimistic talks on the effects of current economic climate by Stuart Black and Charlotte Wright to entertaining evenings with a barbeque or shopping opportunity, speednetworking, and educative presentations on how to write press releases and an introduction to social media for business. A very full programme indeed with ample networking opportunities.

I especially enjoyed the September meeting when we were hosted by HCVF who gave us an insight into video editing. The meeting was very interactive and relaxed with Nicky Marr giving invaluable tips on how to prepare for interviews and how best to present yourself.

Following feedback our business exhibition 'Women mean Business' took place in a very central location this year at Eastgate Centre, which attracted a lot of positive attention to the HBWC. We continue to gain greater recognition as a business network and this year we have been working hard at increasing awareness of the club through news stories and we have managed to gain quite a lot of coverage in local press and publications. Our media sponsor iMag in particular have given us a lot of publicity for which we are very grateful.

Our fundraising efforts this year have been for the Multiple Sclerosis Therapy Centre in Inverness, a very worthy cause which was chosen by members at a voting at our last AGM. Amazingly every year we manage to increase the amount we raise for our chosen charities and this year looks like it is set to be no exception. The grand raffle held at the Charity Ceilidh we organised in November raised a fabulous amount thanks to the generosity of members and guests and all who donated raffle prizes and bought & sold tickets. The final fundraising opportunity for the MS Therapy Centre is our Annual Awards Dinner, to be held Friday 12th March at the Drumossie. With guest speaker Elaine C Smith we expect a sell-out, so don't forget to book your tickets if you haven't already! The Annual Awards always showcase the best of our members, and the Highlands really have talent. This year members of the HBWC have scooped an award at the Association of Scottish Businesswomen's Annual Awards for the third year in a row!

A very big thank you to everyone who has contributed to making this such a successful year for the club. To you as members for supporting the club by attending meetings and bringing guests, and for making new and prospective members feel welcome. Also many thanks for donating raffle prizes and for your feedback throughout the year. In particular of course my heartfelt thanks go to this year's committee, who have been extremely hard working and supportive. We had a strong committee with plenty of ideas and no shortage of enthusiasm, many thanks girls!

And finally I wish Angela Wilson all the very best for a busy and successful year as President of the HBWC.

Pamela Looper
HBWC President 2009-2010

Treasurer's Report for year 2009 / 2010

Event Account

Again things are slightly different from previous years, this year we have the added income and costs of the Women Mean Business event. The Women Mean Business event was our second attempt in this line and feedback would suggest we got most things right but work can be done to make it more successful in future years. This event generated extra income from stands, etc as well as extra costs such as Eastgate Centre; advertising, printing of leaflets etc. Unfortunately, we were unable to secure sponsorship from HIE towards this event which therefore equated to a loss for this event of almost £1,000.

Turning to last year's dinner, despite this being another fantastic event enjoyed by all who attended we made a net loss on this event of just over £2,000. However, taking into account the low numbers and the fact we went for videoed presentations, I think we did well to keep the costs and expenditure so close. This year's Dinner is going to be another challenge as gaining sponsorship is becoming ever harder to secure. Despite this, we have plans for another spectacular event and with Elaine C Smith as our 'main attraction' this should ensure ticket sales will be constant with a sell out a possibility!!

Main Account

Monthly Meetings

This shows a deficit of approx £1,000. This figure includes extra costs such as PA systems for meetings and drink for our Summer BBQ which we also went over budget with the food costs – because we're worth it!

Membership

We've dropped back again with fees down by almost £1300. Again there are various reasons for this, people who have joined and discovered they have other commitments that clash with our Wednesday events and, with all the extra work at the end of last year, I was slow to chase up payments so this coming year will see an increase in fees with late payments being included in this year's figures. Again we are still seeing a healthy number of new applications and look forward to this trend continuing.

Miscellaneous

The costs here have increased by almost £800 but £500 of this total relates to invoices paid in relation to Dinner which should have been debited to the Event account and a further £500 relates to an extra payment made to the charity to bring this figure up to the £7,000 mark. And finally, for those who missed the Dinner – there was a presentation made to Heather Fraser as a thank you for all her help in previous years and the cost of this gift is also included.

Other Expenses

This year there was a further increase to the payment I received during the year which now totals £3,000. It is always appreciated when the extra work you put into the club is recognised.

Again, in 2009, we transferred £2,000 to the Events account and over the course of the full year we have ended with a small deficit of £668.13. However, there is over £2,000 which requires to be repaid either to members or donated to our current charity regarding monies received for the December meeting which will increase our deficit to £2,600 and reduce the balance of our Main Account to around £5,500 which is still a healthy starting point for the coming year. We will, of course, transfer a further £2,000 for the coming year's Awards Dinner.

**Helen Miller
Treasurer
March 2009**

Accounts Summary 2009

EVENTS ACCOUNT

INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED DECEMBER 2009

	Year to 31/12/2009	Year to 31/12/2008
	£	£
INCOME		
Award Sponsorship	550	1100
From main account	2000	2000
Tickets for Dinner	8500	14400
Raffle for Dinner		
Stands	1850	2096
Sponsorship	3000	7500
Interest	4.37	83.97
Miscellaneous	495	312
Total Income	<u>16399.37</u>	<u>27491.97</u>
EXPENDITURE		
Speaker	350	4173
Cabaret	4439.04	2298.75
Postage	222.14	71
Gifts	48.3	
Printing	712.36	1711.25
Balloons		
Table runners, etc	305.99	65
Raffle	20	40
Piper	60	60
Photographer	207	199.75
Flowers	1134.47	466
Awards	1500	1500
Wine		
Hotel	9139.05	11914.5
Miscellaneous	3544.96	2624.59
Total Expenditure	<u>21683.31</u>	<u>25123.84</u>
Deficit/Surplus for the year	-5283.94	2368.13
Surplus brought forward	8461.24	6093.11
Surplus carried forward	<u>3177.3</u>	<u>8461.24</u>
Represented by		
Cash at bank	3066.22	8350.16
Cash in hand	111.08	111.08
	<u>3177.3</u>	<u>8461.24</u>

MAIN ACCOUNT

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED DECEMBER 2009

	Year to 31/12/2009	Year to 31/12/2008
	£	£
INCOME		
Memberships	6275	7515
Income from meetings	5593	5683
Miscellaneous income	2934.95	
Sponsorship		
Total Income	<u>14802.95</u>	<u>13198</u>
EXPENDITURE		
Cost of suppers	6577.25	7139.04
Annual dinner - Event A/c	2000	2000
Honorarium	3000	2500
Website	140.3	119.85
Advertising		
Postage, printing & stationery	1336.62	1040.42
Miscellaneous expenses	2416.91	1690.29
HIE Sponsorship to Event A/c		
Total Expenditure	<u>15471.08</u>	<u>14489.6</u>
Deficit/Surplus for the year	-668.13	-1291.6
Surplus brought forward	8254.58	9546.18
Surplus carried forward	<u>7586.45</u>	<u>8254.58</u>
Represented by		
Cash at bank	7546.07	8214.58
Cash in hand	40.38	40
	<u>7586.45</u>	<u>8254.58</u>

Helen Miller - Treasurer
February 2010

**MINUTES OF THE FOURTEENTH ANNUAL GENERAL MEETING
Of the Highland Business Women's Club
Held on Wednesday 4th March 2009
At Tulloch Caledonian Stadium, Inverness**

1. Welcome and Apologies

Jackie Cuddy (JC), President welcomed all to the 2009 HBWC AGM.

Present: Sederunt available on request. The meeting was held to be quorate.

Apologies: List of apologies available on request

2. Confirmation of Minutes

The minutes of the thirteenth AGM dated 5th March 2008 were adopted as correct having been proposed by Heather Fraser and seconded by Laura Mackintosh.

3. Presidents Report

JC referred members to her report which was circulated to the with the AGM papers

4. Treasurers Report

Helen Miller detailed the treasurers report for 2008. On behalf of the Club, JC thanked Helen for her dedication and hard work and presented her with a bouquet of flowers.

5. Election of Office Bearers and Committee

President

Pamela Looper was confirmed as president, proposed by Jean Ramsey-Smith and seconded by Susan Williams

Vice President

This year two candidates had been nominated for Vice President.

Angela Wilson – proposed by Heather Fraser and seconded by Helen Miller

Alayna Robins – proposed by Pamela Looper and seconded by Jean Ramsay-Smith

Voting slips were handed out and the results declared Angela Wilson as 2009 Vice President.

Committee

The committee for 2009 was confirmed as follows: -

Sarah Farquhar - proposed by P Looper and seconded by J Fraser

Annie Cole-Hamilton - proposed by P Looper and seconded by J McGuinness

Audrey Gordon - proposed by L Marshall and seconded by L Mackay

Debbie Ross - proposed by A Wilson and seconded by D Ross

Carol Bridge - proposed by P Looper and seconded by J Annis

L Mackintosh - proposed by L Cameron and seconded by K Mackenzie

Kate Williams Mackenzie - proposed by P Looper and seconded by S Williams

There being no further official business JC handed over to 2009 President Pamela Looper who presented JC with a gift as a token of thanks from the Club and Committee for her term as president.

Pamela further thanked outgoing committee members Heather Fraser and Fiona MacBeath for their contribution to the Club over the years.

6. Club charity for 2009/ 2010

The three nominated charities of Marie Curie, Inverness Multiple Sclerosis Therapy Centre and Advocacy Highland gave a short 5 minute presentation each with voting cards to be collected during dinner.

Post dinner it was announced that Inverness Multiple Sclerosis Therapy Centre would be the nominated charity for 2009.

There being no further business the meeting was closed at 2100.