

Minutes of the 100th Annual General Meeting of English PEN
Tuesday 7 December 2021, 6.00-7.00pm (Hybrid)

Presiding: Maureen Freely (MF), Chair; Daniel Gorman (DG), Director

Present:

1. Maureen Freely
2. Claire Armitstead
3. Ruth Borthwick
4. Aki Schilz
5. Georgina Godwin
6. Sara Whyatt
7. Joanna Stocks
8. Sonali Banerjee
9. Daniel Gorman
10. Cat Lucas
11. Will Forrester
12. Nadia Saeed
13. Hannah Trevarthen
14. Sim Eldem
15. Lindsay Trevarthen
16. Daniel Hahn
17. Roz Schwartz
18. Philip Gwyn-Jones
19. Seda Ates
20. Ihor Pavlyuk
21. Laura Devine
22. Penri Morgan

Reports:

Joanna Stocks (JS), Honorary Treasurer

Daniel Gorman (DG), Director

Cat Lucas (CL), Writers at Risk Programme Manager

Hannah Trevarthen (HT), Events and Development Manager

Will Forrester (WF), Translation and International Manager

Sim Eldem (SE), Head of Communications

- Maureen Freely (MF) welcomed everyone to the 100th English PEN AGM and asks all to join us for Hessel-Tiltman announcement at 7:30pm (HT shared link)

1. Apologies

- MF shares apologies from 4 members and notifies all of 11 proxy votes cast

2. In memoriam

- One minute silence is held for the English PEN members who have passed this year:
 - Jeremy Trafford (English PEN member 1991-2020)
 - Anthony Bailey (English PEN member 1986-2020)
 - Agnes Szudek (English PEN member 1986-2021)

- Jill Blake (English PEN member 1993-2019)
- Jonathan Fryer (English PEN member 1978 – 2021 (NB active member of the Writers in Prison Committee)
- Val Warner (English PEN member, 1990 - 2020 (NB very active member of the Writers in Prison Committee)
- Mark Stansfield Stephenson (English PEN member [start date TBC]-2021)

3. Matters arising from the minutes of the 99th AGM of English PEN, held on 1 December 2020

- MF ratifies the following from the 99th AGM of English PEN, held on 1st December 2020
 - confirm that the minutes are an accurate record of the meeting. Members to use zoom poll to vote

Action: accuracy confirmed (no matters arising were brought forward)

4. To receive and consider the Annual Report and Audited Accounts for 2020-21

- MF continues to address members with summary of annual report, and invites Joanna Stocks (JS), honorary treasurer of English PEN, to deliver her report on English PEN's finances in 2020/21
- JS addresses members, stating health of English PEN's finances is very good, and reserves are higher due to the Covid-19 pandemic
 - Questions opened to the floor for members – no questions
- MF invites Daniel Gorman (DG), Director of English PEN, to deliver his report
- DG addresses members, thanks them for their support, as well as thanking funders, staff, and trustees of English PEN
- MF invites programme managers at English PEN to deliver their reports to members, and reminds members to type questions into the chat function on Zoom
 - Cat Lucas (CL) reports on the campaigns and writers at risk programme
 - Hannah Trevarthen (HT) reports on prizes and public programmes
 - DG reports on English PEN's UK campaign work
 - Will Forrester (WF) reports on the writers in translation programme
 - Sim Eldem (SE) reports on communications activity and membership

5. Re-appoint the auditors Grant Harrod Lerman Davis LLP

- MF asks members to vote on the reappointment of English PEN's auditors Grant Harrod Lerman Davis LLP.
 - Members to raise hands to vote

Action: passed (no objections)

6. Delegate authority to the trust to fix the remuneration of the auditors on an ongoing basis until this authority is revoked by further members' ordinary resolution

- MF asks members to delegate authority to the trustees to fix the remuneration of the auditors on an ongoing basis until this authority is revoked by further members' ordinary resolution
 - Members to raise hands to vote

Action: passed (no objections)

7. Election of trustees to the board of English PEN

- MF asks members to ratify the appointment of the following trustees to the board:
 - Can Yeğinsu (appointed on 26 January 2021)
 - Arifa Akbar (appointed on 23 March 2021)
 - Joanna Stocks (appointed on 22 June 2021)
 - Aki Schilz (appointed on 19 October 2021)

- Members to raise hands to vote

Action: passed (no objections)

- MF thanks those trustees who have stood down since last AGM
 - Francis Coles, resigned 19 January 2021
- The following trustees are standing down today:
 - Daniel Hahn
 - Philip Gwyn Jones
- MF announces she and Claire Armistead (CA) are stepping down as Chair and Vice Chair of English PEN. They will be succeeded by Ruth Borthwick (RB) as Chair, and Aki Schilz as Vice Chair
- RB addresses members, thanking MF and CA for their service as Chair and Vice Chair

8. Any other business

- MF asks members to vote again with show of hands, due to earlier technical issues
 - Approve minutes of the last meeting

Action: accuracy confirmed (no matters arising were brought forward)

- Approve Dan Miller's second term as trustee

Action: passed (no objections)

9. Questions from members

- No questions from members
- DG thanks MF, CA and other trustees who are standing down for their service

- MF thanks all who attended and asks attendees to come to the Hessell-Tiltman Prize announcement at 7:30pm – HT shares link in zoom chat
- MF closes this year's meeting