

ETL AGM 1st November 2022 – Zoom and Meadowbank – Hybrid meeting
25 + people attended in-person and online, including staff and trustees.

1. Welcome and Introduction

Gill Eunson (GE) welcomed the attendees both online and in person. Thanked everyone for planning the AGM.

The other trustees briefly introduced themselves to the AGM.

Outlined what the board of trustees do and informed the meeting that the board would step down for the meeting and the attendees could decide whether to re-elect them at the end, or not!

GE thanked John Sinclair (JS) for his 8 years as a trustee. JS is stepping back from trustee duties in the next few months.

GE ran the first ice-breaker of the night – trustee art skills.

The current board of trustees officially stepped down, as usual for the AGM.

Louise Cardani (LC) put herself forward to take over the Treasurer role from John Wallace (JW) as he would like to step back from that role just now.

Inge Panneels (IP) put herself forward to take over the Secretary role from JS.

GE outlined that all trustee positions and roles are voluntary positions. She then spoke about the recruitment process that will take place to find new trustees to replace JS and herself as she will be going on maternity leave in mid-November 2022. This process will be advertised via the usual ETL social media channels.

GE ran through an update on Board activities for the past year including:

- Continued to hold meetings online, partly as a pandemic hangover partly as it suited the trustees due to geography and time commitments.
- Introduced an annual structure to meetings so that things like pay reviews for staff could take place each year.
- Worked on Good Governance toolkit.
- Worked more closely with staff. For example, LC has been working with Cecile on accounting.

2. Approve Minutes of 2020-2021 AGM

Minutes approved by the AGM.

3. Director's annual report 2021-22

ETL Director Chris Hellowell gave an overview of his annual report (available at the end of these minutes)

The Covid-19 pandemic continued to restrict workshop access during the 2021-22 financial year. This meant there was a greater number of outdoors based outreach programmes that took place, in makeshift workshops.

Terence has been doing excellent research on carbon footprint of tool loans and the subsequent savings. Overall tool loans in 2021 were up on 2020 numbers.

Alice McGillicuddy returned to USA and ETL bid her a fond farewell. James and Joe started employment with ETL in their roles as Workshop Managers.

Gabe joined us on an SCVO job programme for 12 months, which has since ended, and he remains as a valued volunteer.

Rosie also joined on the same programme and continues as a member of staff at ETL.

ETL had 50+ volunteers during the year even though it was very difficult to involve them in things during the pandemic. The AGM attendees gave a rousing round of applause for all the volunteers.

During the pandemic ETL secured funding from the Tudor Trust to invest in volunteer well-being. External providers helped provide things like counselling etc.

ETL began a new partnership with Glasgow based Music Broth, a musical instrument lending library. They drop off loans at the ETL Meadowbank site for their Edinburgh based borrowers to collect from.

CH highlighted the new premises at Meadowbank.

ETL took part in Cop26 in Glasgow and during that event it was announced that 3 years of Scottish Government funding had been secured to help develop other tool libraries across Scotland. This was due to successful lobbying of Circular Community Scotland and was in partnership with The Remakery.

ETL held their first ever yard sale and raised £2789.

Volunteer Assemblies continued and one highlight for CH was the Parson's Green Primary School project.

Little Free Libraries continued to be made.

Women and non-binary maker sessions were introduced at ETL workshops to tackle their historical exclusion from workshop type environments.

24 partnership projects took place on 2021-22.

Due to the lengthy absence from workshops people had faced during the pandemic all users were re-inducted to ensure safe working practices. This amounted to 221 users in 3 months which was a mammoth task.

The '100 planters in 100 days' project was completed successfully.

GE thanked CH for his excellent update and told the AGM how in awe she is to hear about ETL activities from him at the regular Board meetings. What a squad!

4. Finances 2021-22

Finance report included at the end of these minutes.

JW thanked LC and Cecile for all their finance work and support throughout the year.

Donations and membership income is strong and the amount of external funding reflects that trust in ETL.

Hard to compare 21/22 with 20/21 because of the exceptional circumstances of that previous year. You just can't compare a fairly normal year with a pandemic year. However, given everything that has happened, things are very much in order from a financial point of view.

GE – The recruitment of JW and LC onto the ETL board has been a great move as they have made finance numbers friendly and understandable for the rest of us.

5. Ice-breaker

Attendees discussed in groups how they think sharing libraries can tackle the current raft of crises that communities around the country, and world, face.

6. Corporate Fundraising

CH launched the new Corporate Fundraising flyers to the AGM and encouraged everyone to take some away with them to pass on to their networks at home and also at work. The flyer will also be emailed to members as an interactive PDF. The aim is for large companies to purchase bulk ETL memberships to then give to their employees as a perk.

7. Trustee Appointments

GE described with great clarity how the role of Chair on the ETL Board will become a 'rotating' position shared among existing trustees while she is on maternity leave. She will like to remain officially as Chair and take the role on again in a year's time, or maybe sooner if she feels able to.

The proposed ETL Board trustees are:

John Wallace – Trustee

Louise Cardani – Trustee (Treasurer role)

Inge Panneels – Trustee (Secretary role)

Chris Hellowell – Trustee

John Sinclair – Trustee, until new recruits are found and have settled in.

Cecile introduced the Mentimeter online system to attendees and encouraged them to take part in the voting process.

Moments later there was a resounding 100% Yes vote for all trustees.

8. Q&A

Attendees posed questions to the Board via Mentimeter. Topics included:

- How ETL can facilitate more than just workshop tools? (Invite people to approach ETL with suggested tool types; Explore whether or not suggestions can be made by users via the ETL inventory database; is it possible to use search data from database to determine which tools people search for and can't find.
- Who else benefits from ETL apart from its members? (assumption is it's purely the cost and CO2 savings for members; but outreach work benefits so many people and can enhance community wellbeing, sense of worth, livelihoods, life prospects, etc)
- Can ETL cope with demand for outreach projects and how can groups find out how to approach ETL for joint working?
- How can ETL provide inspiration in terms of giving them ideas of what to do with the many tools on offer/ projects they could start? What can be achieved with ETL tools? (document what people do in the workshops. Create PDFs, photos, etc; use a post-it-note system on workshop whiteboards to record things made, etc)
- How does ETL recruit volunteers? Are there enough? (Volunteer Edinburgh website. ETL website. Members often go on to become volunteers. Sometimes there are enough, sometimes we could do with more – it's fluid!)

GE wraps up the meeting and thanks all involved for attending and planning the AGM. She also thanks everyone for all their support over the past year. Attendees are reminded to send in their reflections on the AGM via the Mentimeter site and invites them to pass on the Board recruitment info.

RAFFLE!! – A quick raffle draw was held and several lucky people took home some AMAZING prizes.

DATE OF NEXT MEETING: End of 2023, date and venue TBC

[DIRECTOR'S REPORT 2021-2022](#) - please use this link to view the report

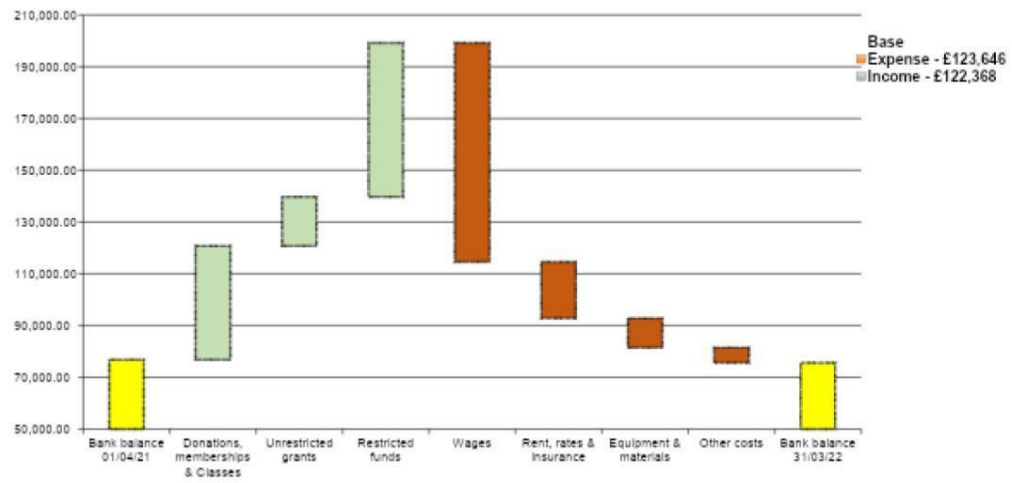
Finance Slides for 2021-22 AGM

ANNUAL ACCOUNTS FY2021-22

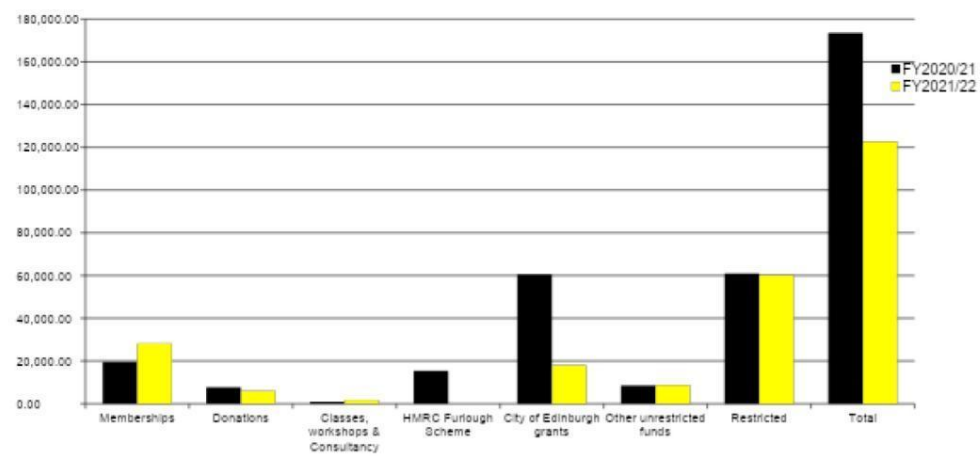
- Receipts and payments accounts for the year ending 31 March 2022 accounts are in final stages of preparation.
- Thanks again to our Independent Examiner, Claire Love.
- Accounts will be submitted to OSCAR by 31 December 2022, subject to approval at the AGM.
- Thanks to the board
- Thanks to Louise in particular for her tremendous support

- As mentioned previously the ETL began opening up more freely and this has had an impact on the finances. This makes comparing year on year difficult.
- A massive on-going thanks to all our funders throughout the year and of course, to you, our members for your continued support of the ETL

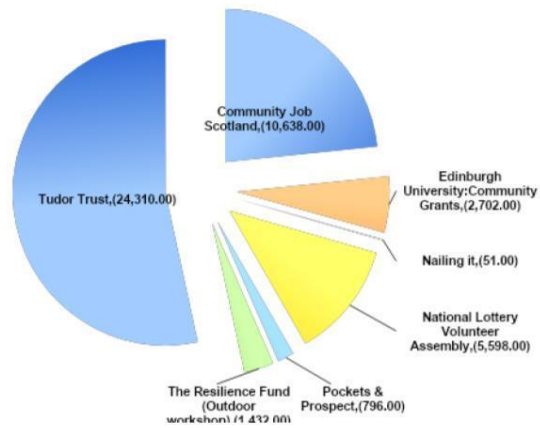
RECEIPTS AND PAYMENTS FY2021-22



YEAR-ON-YEAR FUNDING SOURCES



RESTRICTED FUND USE IN FY2021-22

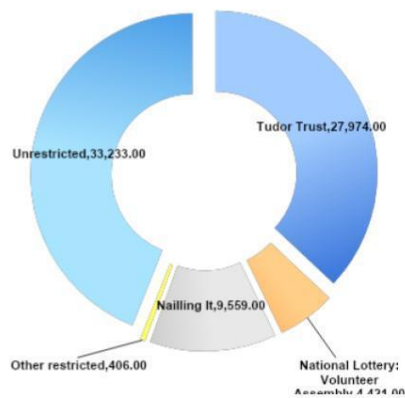


Restricted spend
£45,528

Unrestricted spend
£78,118

Total spend in year
£123,646

CASH BALANCE AT 31st MARCH 2022



• Total cash balance = £75,594

