



OutStories Bristol - Recording the lives of
lesbian, gay, bisexual and trans
people in Bristol.

A

Annual Report 2012

The aims of OutStories Bristol, stated in Section 3 of the Constitution, are to:

- a) Capture the stories of LGBT individuals, living or associated with Bristol and its surrounds;
- b) Capture the stories in written, audio, video or other media;
- c) Gather publications and artefacts of the various campaign, commercial, social and support LGBT groups, meeting places and venues, that have come and gone over the years, through existing sources and research;
- d) Manage the information gathered;
- e) Seek to archive the material in relevant public institutions;
- f) Seek to have material displayed by relevant public institutions; and
- g) Promote the use of the material telling the LGBT story in any form.

Membership of the association is defined in Section 8 of the Constitution:

“Membership is open to individuals sixteen years of age and over or organisations that are approved by the trustees. Membership is not transferable to anyone else. The trustees must keep a register of names and addresses of the members.”

Current “membership” comprises

- 43 Registered members
- 226 People on an e-mailing list
- 171 Members of a facebook group.

Trustee and officer roles are defined in Section 17 of the constitution

“The association and its property shall be managed and administered by a committee comprising the officers and other members elected in accordance with this constitution. The officers and other members of the committee shall be the trustees of the association and in this constitution are together called 'the trustees'. The association shall have the following officers: two co-chairs of different gender; secretary; treasurer; web administrator. A trustee must be an individual member of the association. No one may be appointed a trustee if he or she would be disqualified from acting under the provisions of

clause 20. The number of trustees shall be not less than five but (unless otherwise determined by a resolution of the charity in general meeting) shall not be subject to any maximum. A trustee may not appoint anyone to act on his or her behalf at meetings of the trustees.

Trustees in the period since 10th October 2011 were:

| | |
|-------------------|--|
| Andy Foyle | Trustee & co-chair - elected 10/10/11 |
| Charlie Beaton | Trustee & secretary - elected 10/10/11 |
| Cheryl Morgan | Trustee elected 10/10/11 & co-chair from 18/06/12 |
| Chris Leigh | Trustee & web administrator - elected 10/10/11; acting treasurer to 18/06/12 |
| Donald Branch | Trustee & treasurer - co-opted 18/06/12 |
| Jane Mowat | Trustee & co-chair - elected 10/10/11 - resigned 01/05/12 |
| Kim Renfrew | Trustee - co-opted 30/08/12 |
| Leighton de Burca | Supporter |
| Paul Taylor | Trustee - elected 10/10/11 |
| Robert Howes | Supporter |

A volunteer who participates in the business of the trustees but does not wish to become a trustee has been styled, "supporter". Supporters have no voting rights and take no responsibility for the affairs of OutStories Bristol.

Activities of OutStories Bristol in the period October 2011 to September 2012

- a) Trustees' meetings – held 24/10/11; 07/11/11; 24/11/11; 05/12/11; 09/01/12; 19/03/12; 16/04/12; 21/05/12; 18/06/12, 30/08/12.
- b) Oral History Team – the decision to create an oral history team was taken by the trustees on 21st Nov 2011 and since then a team of ten people have been trained and interviews commenced in August 2012; equipment was purchased with money from the Heritage Lottery Fund.
- c) LGBT History and Archives Conference at London Metropolitan Archives on 3rd December 2011 – attended by Charlie Beaton and Robert Howes at their own expense.
- d) LGBT History Month February 2011 – a programme of fifteen events was co-ordinated including walks, talks and displays. Thanks in particular to Cheryl Morgan for devising the trans series of talks. The programme for 2013 is being co-ordinated by LGBT Bristol.

- e) "Welsh Pride" - visit to Cardiff on 18th March 2012 by a group of trustees at their own expense to the exhibition by an equivalent association supported by Heritage Lottery Fund.
- f) Web-site – launched in March 2012 – thanks to Chris Leigh and Andy Foyle for their work on the web-site; much appreciated.
- g) Unity Bank account – opened and fully operational by 19th March 2012 – thanks to Chris Leigh for his work on this.
- h) Special general meeting – held 21st May 2012 to amend the constitution to comply with the requirements of the Heritage Lottery Fund. See detail in the minutes of the meeting.
- i) "Pride in Our Past" – visit to Plymouth on 21st June 2012 by a group of trustees at their own expense to see the exhibition by an equivalent association supported by Heritage Lottery Fund.
- j) Heritage Lottery Fund – application made to fund an exhibition of LGBT life in Bristol at M Shed in Feb 2013 was submitted in March 2012 and "permission to start" received 18th June – in partnership with Bristol Record Office and M Shed. This is our major activity of 2012 and 2013. Thanks to Andy Foyle for his contribution to making this happen.
- k) Celebrating Age Festival – stall on Saturday, 23rd June 2012 arranged with support of Bristol City Council. Thanks to Andy for arranging the design.
- l) Pride Bristol – stall on Saturday, 14th July 2012 – the display used at Celebrating Age Festival had a second outing at Pride Bristol generated a good amount of interest. Grateful thanks to the volunteers who braved the rain then the stifling heat of the marquee on College Green.
- m) Research Group of seven was established by Andy Foyle in September to bring together relevant stories for the February 2012 exhibition at M Shed.
- n) Charitable status – investigated with a proposal to the AGM – this matter is separately reported.
- o) Collections Policy – compiled in partnership with Bristol Record Office – thanks to Robert Howes for his patience and persistence with sorting this out.

Charles Beaton, Secretary
22nd September 2012

Future Structure of OutStories Bristol

The trustees have been considering the future structure of OutStories Bristol. Currently the organisation is an 'unincorporated organisation' which means that the organisation is not able to enter into contracts and that trustees are personally responsible for financial and other liabilities.

Joining the management committee of unincorporated organisation is often unattractive to well qualified people solely because of risk relating to the personal liabilities built up during the day-to-day operation of the organisation. However, risk to trustees can be minimised by adopting an appropriate structure which ensures that the liability is held by the organisation.

The Charity Commission give the following advice about structure to organisations considering whether to become a charity:

If you are thinking of setting up a charity there are a number of different structures to choose from, including the CIO. There are four main legal forms that charities may take:

- **Trust** - the governing document is a trust deed or a will. There is no protection from liability for the trustees.
- **Unincorporated association** - the governing document is a constitution or rules and there is usually a membership. The trustees are often referred to as the management committee. Again, there is no protection from liability for the trustees.
- **Company limited by guarantee** - the governing document is a memorandum and articles of association for a company formed before September 2009 and articles of association for a company formed since then. The trustees (or directors) are protected in most circumstances against contractual liabilities. Charitable companies must register with Companies House and, usually, with the Charity Commission.
- **Charitable Incorporated Organisation** - the governing document will be a constitution. The trustees will be protected in most circumstances against contractual liabilities. CIOs only register with the Charity Commission.

The Charity Commission goes on to say:

A CIO:

- is an incorporated form of charity which is not a company
- only has to register with the Charity Commission and not Companies House
- is only created once it is registered by the Commission
- can enter into contracts in its own right and its trustees will normally have

limited or no liability for the debts of the CIO

The CIO was created in response to requests from charities for a new structure which could provide some of the benefits of being a company, but without some of the burdens.

They explain that:

The CIO structure has several benefits over unincorporated structures, such as:

- the members and trustees are usually personally safeguarded from the financial liabilities the charity incurs, which is not normally the case for unincorporated charities
- the charity has a legal personality of its own, enabling it to conduct business in its own name, rather than the name of the trustees

And that:

We think that the CIO will be most suitable for small to medium sized organisations which employ staff and/or enter into contracts.

The trustees believe that the Charitable Incorporated Organisation structure is best for OutStories Bristol and recommend to members that this structure is pursued. But, the CIO structure is new and all of the necessary regulations have not yet passed through Parliament. They are predicted to be approved over the next few months. If agreed, the trustees will advise members as matters develop.

Proposer: Donald Branch

Secunder: Robert Howes

9th October 2012