



**Opportunity
Knox**

Company Registration Number (CRO): 574339

Tax Registration Number: 03453817 KH

Registered Charity Number (RCN): 20106164

Revenue Charity Number: (CHY3): 21754

Registered Offices at: "Cluain Caoin", Lower Kilmacow, via Waterford, Co. Kilkenny, X91 E37V

Notice and Agenda of Annual General Meeting.

10.30 a.m. Saturday, August 13th 2022 in Kilmacow.

Agenda:

- 1. Welcome**
- 2. Formal adoption of the minutes of the last AGM [Approved on 07/08/2021]**
- 3. Matters Arising**
- 4. Financial Report drawn up by the Auditor– Discussion and Approval**
- 5. Draft Annual Report – Discussion and Approval**
- 6. Rotation of Directors – Those Stepping down as longest serving Trustees**
- 7. Election of New Trustees**
- 8. Election of Chairperson**
- 9. Election of Secretary**
- 10. Appointment of Auditor**
- 11. Nomination for Official Filer for the CRA**
- 12. Complex or Non-Complex Charity?**
- 13. Code of Governance – EGM needed to approve before Filing for 31/01/2023**
- 14. Charity Classification ??**
- 15. Ratification of decisions taken informally since the last AGM**
- 16. Draft Annual Report 2022-23 – discussion and approval**
- 17. Draft Budget for 2022-23**
- 18. Any Other Business**

Opportunity Knox Charity is a "No Overheads" Charity; Trustees pay all administration & travel expenses.

Website: opportunityknox.ie Email: info@opportunityknox.ie Registered Charity Number.: 20106164

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Minutes of the Annual General Meeting held 13/08/2022

Welcome

Our Hosts Harry and Ursula Knox welcomed us to the OK Registered Office for our AGM.

Formal adoption of the minutes of the last AGM [Approved on 07/08/2021]

The Minutes which were typed up, agreed, and signed before the conclusion of the AGM on 07/08/2021 were briefly read again.

Matters Arising

The decision we took for building a mud hut for Auma Hellen out of our Trustee funds didn't work out satisfactorily and the project was abandoned. We had spent around €1500 out of Trustee funds. We continue to fund the education fees and living expenses for Babul Debbarma in Agartala in India and now for a girl Robsita Marak who will be doing her Leaving Certificate equivalent in March 2023. We will continue to pay for this project from our Trustee Donations as it is difficult to get all receipts for accommodation and living expenses.

Financial Report drawn up by the Auditor-- Discussion and Approval

The Financial Report prepared by the Auditor was noted and formally approved

Draft Annual Report 2021-2022 – Discussion and Approval

The Draft Annual Report for 2021 drawn up by the Secretary and Chairperson was distributed and examined and approved by all Trustees with no exemptions.

Rotation of Directors – Those Stepping down as longest serving Trustees

Maria O Mahony and Harry Knox stepped down as Directors of the Company/Charity.

Election of New Trustees

Maria O Mahony and Harry Knox were unanimously elected as Trustees for the next 2 years.

Election of Chairperson

Harry Knox was unanimously elected as Chairperson of the Charity for the coming year.

Election of Secretary

Maria O Mahony was unanimously elected as Secretary of the Charity for the coming year

Appointment of Auditor

Mr. Ciaran O Mullain was re-appointed as the Auditor of Accounts for the coming year

Nomination for Official Filer for the CRA

Harry Knox was appointed as the official Filer for the Charity to the CRA

Complex or Non-Complex Charity

The Charities Regulator guidelines were examined and it was agreed that OK was a non-complex Charity.

Code of Governance – EGM needed to approve before Filing for 31/01/2023

All Charities are required to sign-up to the Governance Code Form. It was agreed that more work needed to be completed on this task and that an EGM will be needed before the next filing date limit of January 31st 2023.

The Secretary would distribute the various Guidelines Documents published by the Charities Regulator. The Chairperson agreed to consult extensively with the Trustees in the coming months and produce a draft response. This would be amended as needed until there was unanimous agreement on the final document to be filed to the CRA. It was further agreed that an EGM would held on Saturday 14th January 2023 to approve it.

Charity Classification

OK will need to choose a category(s) that best fits our main objects. When the Guidelines are finalised and issued by the CRA, the Secretary will circulate the document and the Chairperson will coordinate the discussion that will lead to best category to describe OK. There would be a category as International which we would have to select along with sub-categories. We could choose Education also with sub-categories as an equal Object.

Ratification of decisions taken informally since the last AGM

Nothing out of the ordinary had to be decided during the year. The main decision was to provide some emergency food aid in the form of 20kg of flour to all of our families who were suffering from hunger when the second lockdown came upon them suddenly. It was unanimously agreed that we would extend the programme by 2 academic years to make up for the time lost in school due to two extended lockdowns due to Covid-19.

Draft Annual Report 2022-23 – discussion and approval

Both Knox Trustees visited Uganda during May last. They reported that all schools were now open and the project was fully operational since January last. There are fewer children (c.200) involved since the return after the lockdowns. Some of the boys were too old for Primary and decided to go back to mining and some girls had got married as well as some families moved away. It was agreed that we would continue to help the children as we have been doing to date and that we would provide Ugandan Readers to the children to read at home. We would also supply additional families with Solar Cell Kits that would power light bulbs in their homes so as the children could do their homework instead of candles and oil lamps. The kits also gave Radio reception and facility to charge phones.

Draft Budget for 2022-23

A draft budget for 22-23 was presented and agreed and is attached to these minutes.

A.O.B.

We typed up the minutes of this meeting, signed them, and then adjourned.

Signatures: Harry Knox Ursula Knox Date: 13/08/2022
M J Mahony John Carey



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Opportunity Knox Charity – Annual Budget

	Previous year Actual [21/22]	Current year Budget [22/23]	Current year actual [22/23]	Variance
Expected Income				
Public Donations	€18,000	€20,000		€2,000
Trustee Donations	€17,000	€10,000		-€7000
Sub-Total:	€35,000	€30,000		-€5,000
Less Expected Expenditure				
Trustee Travel and Irish Admin	€700	€7,000		
India Project	€3,500	€4,000		
Uganda Admin	€6,500	€5,000		
School Fees	€6,300	€21,000		
Writing Resources	€850	€3,000		
Solar Battery Kits:	€0	€3,000		
Ugandan Readers	€0	€3,000		
Emergency Funds: Medical/food	€1,550	€2,000		
Sub-Total:	19,300	€48,000		
Surplus/Deficit:	€15,000	€18,000		€-18,000

Assumptions:

We will be operating at 1000% capacity this year and spending will be at pre-pandemic level and adjusted for inflation.

1. Last year the schools were only open for one term (lockdown) vs three terms this year.
2. Carry over balance of €72,000 on 31/3/2022 (€8,500 was Trustee donations)
3. Deficit of €18,000 for 31/03/23
4. Projected Surplus of €54,000 for 31/03/2023

Handwritten signatures: HK, MDM, JCU, X.

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Opportunity Knox – Annual Plan 2022-2023 to be viewed along with Budget for 2022 – 2023.

The main purpose is to help poorest of the poor families with payment of educations fees, porridge lunches and other school costs that they incur and to give a public benefit to them and from that to the whole community)

Planning period: 01/04/2022 – 31/3/2023

Goals <i>(Describe what you plan to achieve)</i>	Objectives <i>(Set out specific steps or actions you take to reach your goals)</i>	Timeframe				Owner	Annual Budget
		Q1	Q2	Q3	Q4		
Continue to meet our programme of helping our families and children and their schools and their living environment	1. Education Fees					H and U Knox	
	2.Porridge Lunches						
	3.Other school costs						
	4.emergency food aid						
	5.emergency medical aid						
	6.Provide writing resources						
	7. Provide Readers & Solar Kits						
Sub-total:							
Goal 2: Implement Goal 1.	1. Two Trustee Visits					H and U Knox	
	2. 7 monitoring visits					Wilson Bulwa	
						Total	€48,000

HK
MOM
J.C.
U.K.