

**MINUTES OF THE ANNUAL GENERAL MEETING  
OF THE ARCHCONFRATERNITY OF ST STEPHEN.  
HELD ON SATURDAY 26th NOVEMBER 2011,  
AT ST. VINCENT'S CONVENT,  
CARLISLE PLACE, LONDON SW1**

- Present:** Mr Nicholas Tilbury (Honorary President) in the Chair, the Officers, Fr. Dennis Touw (National Director), and Fr. Keith Stoakes (Director for the Archdiocese of Westminster) plus 23 members entitled to vote.
- Apologies:** Fr. Gregory Moore (Honorary Counsellor), Liz Woodhouse (Westminster Cathedral), Alex Josza (St Erconwald, Wembley), James Barber (Bow), Graham Lake (Tooting Bec), Mick McAllen (Our Lady Immaculate, Chelmsford), Bill Innes (Our Lady Immaculate, Chelmsford) and Deacon Simon Gillespie (Nottingham)
- Welcome:** The President opened the meeting by welcoming Fr Dennis Touw, the National Director and Fr Keith Stoakes, the Diocesan Director for Westminster and all delegates and visitors to the meeting.
- Minutes:** The Minutes of the Annual General Meeting held on Saturday 4th December 2010 were not read out by the Secretary but those present spent a few minutes reading them. The minutes were proposed by Charles Merritt (Northfields and seconded by Jason Lawford (Manor Park)  
The Minutes of the Extraordinary Meeting held on Tuesday November 8<sup>th</sup> 2011 were read out by the Secretary.  
The Minutes of the Extraordinary meeting were proposed by Mr Chris Martin (Luton) and seconded by Mr John McCormack (Ingatstone). Both Minutes were then signed by the Chairman.

**Matters Arising from the Minutes:** There were no matters arising.

**Annual Report:** The Annual Report was not read out by the Chairman and everyone spent a few minutes reading it.  
Mr Vincent Shalvey (Honorary Treasurer) explained the Accounts and Balance Sheet for the year ending 30 September 2011.  
Mr Tom McGarry (Hampstead) queried the bad debt of £142 on page 8. Mr Vincent Shalvey said that this relates to a goods order that still has to be paid for. Fr. Keith Stoakes pointed out that Mr Vincent shalvey and Mr Michael O'Leary had worked very in bringing in unpaid invoices.  
The Annual Report and the Accounts and Balance Sheet were proposed by Mr Tom McGarry (Hampstead) and seconded by Mr Michael Chute (Brook Green). All voted in favour.

**National Director's Address** This is attached to the Minutes

**Election of Officers and Members of the Council:** Due to the lack of people putting themselves forward no elections were held this year. The Central Council for 2012 consists of:

Honorary President:	Mr Nicholas Tilbury (Westminster Cathedral)
Honorary Vice-President:	Mr Anthony Ogunseitan (Ponders End)
President Emeritus	Mr Anthony Hawes KSG (Palmers Green)
Honorary Secretary:	Mr Michael O'Leary (Lincolns Inn Fields)
Honorary Treasurer:	Mr Vincent Shalvey (Ely Place)
Business/Goods Manager:	Miss Gillian McLachlan (White City)

Members of the Council:  
Mr James Barber (Bow)  
Mr Michael Chute (Brook Green)  
Mr Alex Josza (St Erconwald, Wembley)  
Mr Jason Lawford (Manor Park)

Dioceses are able to nominate representatives to attend the Central Council meetings and those listed below are regular attendees.

Brentwood: Mr Bernard Hicks (Canning Town)  
Northampton: Mr Chris Martin (Luton)  
Mr Nicholas Tilbury said that two places remain unfilled on the Central Council and anyone interested in joining should contact Mr Michael O'Leary.

**Announcements  
and News:**

Archbishop's Mass - Mr Michael Chute announced that the Annual Archbishop's Mass for Altar Servers will be held in Westminster Cathedral on Saturday 29<sup>th</sup> September 2012 at 2.30pm. The Central Council will try to establish a fixed date for the Mass.

Guild Dinner – Mr Michael Chute announced that the Annual Guild Dinner will take place at Brook Green's Parish Centre on Friday 3rd February 2012. Archbishop Vincent Nicholls, the Superior General of the Archconfraternity has agreed to be Guest of Honour.

Mosaic – Mr Nicholas Tilbury reported that so far approximately £11,185.00 had been raised towards the cost of the mosaic. A list of benefactors is being published on the web site and the Build-a-Brick promotion is on going. Fr. Dennis Touw said that raising the funds for the mosaic is difficult. As there is £45,000 in the main account it would be sensible to transfer some profit to the mosaic fund. Mr Vincent Shalvey agreed a substantial donation should be made. Mr Anthony Ogunseitan said that 25% of the profit could be donated to the fund. Mr Anthony Hawes said the amount to be donated should be left to the incoming Central Council.  
Mr James Noakes (Oakham) suggested that the Bronze Medal price could be increased to £4.00 and the 10% profit could be donated to the fund.  
Mr Anthony Hawes replied that the cost of the Bronze Medal should be kept as low as possible. Fr Keith Stoakes said that parishes should be encouraged to contribute.

Newsletter – Mr Anthony Ogunseitan apologised for copies of the Altar Server not being available at the meeting. The cost of producing the previous magazine amounted to 25% of the Guild's profits. The cost for the new edition was reduced by 50% to £1,900.00 for printing and postage has been reduced. An editorial team has been formed and thanks were extended to Charles Merritt, Alex Josza and James Barber. Anthony also thanked the Central Council for their support. The magazine will be sent to Guild parish addresses but some will be sent to personal addresses.  
Dioceses are being encouraged to produce articles but this is another difficult area. Diocesan Lay Councils should contribute to the Altar Server.

**PRESIDENT'S ADDRESS:** Mr Nicholas Tilbury thanked Gillian Mc. McLachlan for taking on the Goods Manager role and he thanked all the Central Council members for all their work. He encouraged members to put themselves forward for co-option to the Central Council. The President is looking forward to working with servers throughout the country.

**Rome 2013:** Mr Anthony Hawes (President Emeritus) said that a trip to Rome and Assisi is being organised in conjunction with PAX Travel for the February half term in 2013. It will be more expensive than previous trips as accommodation will be in Rome. The Vatican will be closed down for that week as it is the beginning of Lent and everyone will be on retreat. Unfortunately there will also be no papal audience that week. The only alternative is to change the dates to the October half term and the cost will rise by another £100-£150 per person and could increase to £1000.00. Servers under 18 must be accompanied by a parent or approved adult.

**Any Other Business:** Mr Charles Merritt (Northfields) congratulated Anthony Ogunseitán for an excellent job in producing the Altar Server.  
Mr John McCormack (Ingatestone) thanked the Central Council for all the help the Central Council gives to the dioceses.  
Mr Chris Martin (Luton) said that Northampton's diocesan servers Mass will take place on Saturday 20<sup>th</sup> October 2012 at 1pm.

There being no other business proper to an Annual General Meeting for discussion the meeting closed with prayers led by Fr Keith Stoakes and the singing of the Guild Hymn.

Date.....

Signed.....