

Dundee Citizens Advice Bureau

ANNUAL GENERAL MEETING
Friday 14th November 2025 at 3pm
Dundee Contemporary Arts, Nethergate, Dundee

Board of Trustees Present:

Michelle Harrow (Chair/Member), Grant Mackie (Deputy Chair/Member), Ann Gordon (Member), David Mackay (Member), Ross Craig (Member) and Paul Brown (Member).

In Attendance:

Claire Christie, CEO
Karin Johnstone, Bureau staff
Gillian Brand, Bureau staff
Shona Ross, Bureau staff
Kay Lizanec, Bureau staff
Lisa Brand, Bureau staff
Mhairi Milne, Bureau staff
Daryl Todd, Bureau staff
Lauren Boyle, Bureau staff
Eilidh Forbes, Bureau staff
Linda Gierasik, Bureau staff
Denise Freeman, Bureau staff
Iain Daniels, Bureau staff
Bernadett Szilagyi, Bureau staff
Marta Jaksa, Bureau staff
Margaret Pemble, Volunteer
Crawford Morton, Volunteer
Norman McFarlane, Volunteer/Member
Margaret Goudie, Volunteer/Member
Jim Birnie, Volunteer/Member
Beatriz Huertas Nogales, Social Work Student
Greg Davidson (on behalf of Neil Young), BK Plus
Laura Plumb, CAS Network Officer
Aoife Deery, CAS (Guest Speaker)
John Doyle, CAB IT
Kenna Robertson, Dundee City Council
Philip Enwegbara, EMLC
Kenny Marshall, Dundee Law Centre
Jessie Macias-Doyle, BGET
Fraser Macpherson, Councillor

1. Welcome and Introduction by Chair

Michelle Harrow, Chairperson, introduced herself and welcomed everyone to the meeting.

Dundee Citizens Advice Bureau

2. Apologies

Apologies were received from:

Daniel McGinn (Board/Member), Connor Clark (Bureau staff), Amanda Lightbody-McDonald (Bureau staff), Nicole Muldoon (Bureau staff), Rowan Sheild (Bureau staff), Nick Townsend (Bureau staff), Marion Mudie (Bureau staff), Lucy Cargill (Bureau staff), Christie Kilday (Bureau staff), Stephen Wilkie-McFarlane (Bureau staff), Ellie Reid (Social Work Student), Christine Lang (CAS Project Officer), Tony Kenmuir (CAS Project Officer), Craig Mason (Dundee City Council), Mike Welsh (Dundee City Council), Kristina Piggot (DIWC), Moira McKenzie (YBS), Isa Kristiansen-Bragg (Changeworks), Arjen Sjollem (Changeworks), Rebecca Bentley (Changeworks), Neil Crutchley (Scrap Antics), Heather Anderson (Councillor), Mark Flynn (Councillor), Helen Wright (Councillor), Craig Duncan (Councillor), Joe Fitzpatrick (MSP), Maggie Chapman (MSP) and Shona Robison (MSP).

3. Minutes of the 2023-24 AGM, held on the 1st November 2024 and any matters arising

Agreed as accurate, approved by Karin Johnstone and seconded by Shona Ross.

No matters arising.

4. Chair's Report

Michelle Harrow read her report detailing the highlights of the year, financial overview, acknowledgements and looking ahead and thanked the CEO, Board of Trustees, staff and volunteers for their contribution to the success of the Bureau over the past year.

5. CEO's Report

Claire Christie gave her report detailing the people, the advice and the impact over the past year and thanked the staff and volunteers for their dedication and hard work, highlighting that demand for the service of Dundee Citizen's Advice Bureau has never been higher.

6. Treasurer's Report and Approval of Audited Accounts

Ann Gordon read the report in the absence of Daniel McGinn.

Michelle Harrow advised that the accounts were approved by the Board at the pre-AGM meeting and gave opportunity for any questions or objections to be raised. The audited accounts were unanimously approved by all members present (quorate vote required 6 members, 9 members were present, no proxy votes cast).

7. Appointment of Trustee Directors

Michelle Harrow advised that Ross Craig was co-opted onto the Board at the pre-AGM meeting and sought approval. This was unanimously approved by all members present (quorate vote required 6 members, 9 members were present, no proxy votes cast) with no objections given.

8. Appointment of Auditors

Dundee Citizens Advice Bureau

It was proposed that BK Plus (previously Bird Simpson), Chartered Accountants, 144 Nethergate, Dundee be re-appointed as Auditors of the accounts. This was unanimously approved by all members present (quorate vote required 6 members, 9 members were present, no proxy votes cast), with no objections given. Re-appointment confirmed.

9. AOCB

Grant Mackie advised that the Board are still recruiting for more Board members and encouraged anyone interested to reach out.

10. Date and Time of Next Annual General Meeting

Date TBC.

11. Guest Speakers - Margaret Goudie, Dundee CAB and Aoife Derry, Citizens Advice Scotland

Both speakers gave a short talk on Social Policy, highlighting the importance of this within both the Bureau and the Citizens Advice network.

Close of Business

Refreshments served, with the opportunity to network

