



# Menopause Café Trustees' Annual Report

October 1<sup>st</sup> 2022 – September 30<sup>th</sup> 2023



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## Our Objective and Charitable Purpose

**Our objective** is to increase awareness of the impact of the menopause on those experiencing it, their friends, colleagues, and families, so that we can make conscious choices about this third stage of life.

We do this by creating spaces for conversations about menopause.

**Charitable purpose:** The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended. The relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage.

## Our Activities

Again this year, the Menopause Café charity had no paid staff; all our activities were run by volunteers, all our committee are volunteers. We are deeply appreciative of the many hours of volunteer time which enable our activities. We're a small charity with a big impact!

This year we bid farewell to Carol Johnson, who had taken over managing the inbox and keeping statistics of café events from January 2022 until May 2023. Carol also made improvements to our systems, which are now more transparent, as well as suggesting several improvements to the website, benefitting users and volunteers and streamlining our processes. Thank you, Carol!

We were extremely fortunate to have a new volunteer, Elaine Luck, who took on managing the inbox and keeping statistics of cafe events from May 2023 onwards.

### a) Menopause Cafes

In this report period our volunteers hosted over 360 Menopause Cafés, online and face-to-face, with over 3600 participants.

Menopause Café Hosts held five Zoom Meetups, to share tips and for mutual support. These took place online in November, January, March, May and July. Rachel succeeded in delegating the hosting of these events to Cafe hosts, rather than continuing to host them herself. There is also an active Hosts WhatsApp group, administered by Helen Saaler.

**The First Minister**, Nicola Sturgeon, attended a Perth Menopause Cafe in October 2022!

#### **Public Menopause Cafés worldwide included:**

- USA: Connecticut, California, San Francisco Bay
- Australia: New South Wales
- Austria: Steiermark
- Canada: Alberta, Winnipeg
- Switzerland: Bern
- Spain: Tenerife
- Northern Ireland: Belfast, Larne
- Wales: Carmarthen, Cardiff
- England: Exeter, London, Nottingham, Crewe, Chester, Lichfield
- Scotland: Perth, Dundee, Dunkeld, Glasgow

#### **Organisations hosting Menopause Cafés at Work included:**

- Bath Spa University
- Cardiff University
- Capita
- Dundee & Angus College
- Highland Council

- Hillcrest Housing Association
- Kent County Council
- Public Health Wales
- RAF Wyton
- Scottish Government
- Stepstone Group
- University of Kent

We are grateful to all the volunteers, who hosted these events in their hometowns or workplaces. Menopause Café would not exist without them!

## b) #FlushFest23

Our 5<sup>th</sup> Menopause Festival, #FlushFest23, was held in person at Ps and Gs (St Paul's & St George's Church), Edinburgh on September 8th and 9th. It was simultaneously livestreamed on the Airmeet platform by Johnston Media, and recordings of the main talks were uploaded to Airmeet, for ticket-holders to view until end of 2023. Access to the recordings could also be purchased after the event.

We outsourced Event Management and Marketing for the first time, to Lux Events, which reduced Rachel's workload.

We are grateful to our sponsors **EY** and **Besins Healthcare**, whose funding made the event possible.

We appreciate the assistance of the volunteers on the day itself: Heather Borderie, Karen Craigie, Elaine Luck, Moira McLeod, Dinah Tobias, Katriona Weiss Sanwell, and the EY staff Amanda Chuku, Matt Horne-Lynn, Annet Ngumba and Tanni Roy.

### Accessibility at #FlushFest23:

- BSL interpreters for the main talks.
- a Quiet Room, for participants who needed some time out.
- a Listening Bench, where volunteers were available to listen to participants who were upset.

## #FlushFest23 Programme

### Friday Cabaret Night starring:

- Marie Louise Cochrane of Red Velvet Revelry - menopause storytelling
- Odhran Thomson - My Male Menopause Memoir and other poems
- The Silver Sisters - Elspeth Murray, Caroline Brown, Rozi Thomson and Rachael Yates singing on themes of ageing
- Debra Salem - singing original compositions on ageing



The Friday Night Cabaret Performers



Monica Lennon opens the Saturday of #FF23

### Saturday:

#### Keynote speakers:

- Monica Lennon, MSP - Opening
- Prof Jo Sharp & Val McDermid, award winning author on *Living with a menopausal partner*
- Dr Heather Currie, Gynaecologist, Founder of Menopause Matters, Trustee and Former Chair of the British Menopause Society on *Menopause Symptoms and how to manage them*
- Dr Michelle Kelly, GP on *How to Make the most of your GP appointment*
- Donna Fairley on *Sleep*
- Jackie Lynch, Nutritionist, on *Menopause Nutrition*

#### Workshop options:

- *Singing* with Debra Salem
- *Sculpture* with Sam Wellington
- *The Alchemy of Menopause* with Elspeth Murray and Sharon Blackie
- *Desire in the Doldrums? Get your Sexy back* with Dr Claire Macaulay
- *Neurodiversity and Menopause* with Dr Belinda Steffan and Rose Matthews
- *The Revenge of the Invisible Women* with Dr Vanessa Collingridge
- *Men...we need to talk about menopause* with Ruth Devlin
- *Slow Stitching* with Anita Williamson

#### Panel discussion



Dr Claire Macaulay, Rachel Weiss and Prof Jo Sharp discuss the impact of menopause on relationships.



Dr Belinda Steffan (r) talks about neurodiversity and menopause with volunteer Elaine Luck.



Slow stitching with Anita Williamson



Karen Johnston, Johnston Media, livestreaming



Melissa from Lux Events liaising with the online participants



Volunteers at the listening bench

## Graphic Recordings of keynote talks

Claire Mills made graphic recordings of the keynote talks on Sleep and on "Menopause Symptoms and ways to manage them".



**Technical Issues** The internet connection at the venue failed, and they had no backup, which caused great frustration for many of the online participants and sometimes made it hard to hear Dr Heather Currie, who was joining us remotely.

## Tickets

The Early Bird deadline was May 28<sup>th</sup>.

Recordings of the key talks, panel discussion and 4 workshops were made available to all ticket-holders and could be purchased after the event.

161 tickets were issued, compared with 212 tickets last year. Of these, 106 were paid tickets.

Ticket Type		Online prices			In person prices		
		Pay forward	Standard	Concession	Pay Forward	Standard	Concession
Early bird		£51	£26	£0+	£111	£56	£31
Regular		£44	£29	£15	£96	£62	£34
Recordings post-festival		-	£29	£15	-	-	-

## Tickets booked, including free tickets for speakers and volunteers

Ticket Type	Total	Online sub-total	In person sub-total	Online detail			In person detail		
				Pay forward	Standard	Concession	Pay Forward	Standard	Concession
Early bird	<b>30</b>	15	15	0	11	4	1	11	3
Regular	<b>113</b>	57	56	1	40	16	0	46	10
		<b>72</b>	<b>71</b>						
Recordings post-festival	<b>18</b>	18	-	-	11	7	-	-	-
<b>Totals</b>	<b>161</b>	<b>90</b>	<b>71</b>						



## Income

- In person ticket sales £2013
- Online ticket sales £1185
- Recordings sold afterwards £277.50
- Total ticket sales income £3475.50

Refunds: all online participants were offered up to half their ticket price as a refund. 5 took up this offer, costing £85. 6 chose 50% discount off our next Flushest.

## Other Activities

### Research

We were approached by many students researching aspects of the menopause, for help finding participants for their studies. We shared their call for participants on our social media channels.

### Media

#### October

**The Courier** reporting First Minister's Perth visit on 25<sup>th</sup> October 2022

<https://www.thecourier.co.uk/fp/lifestyle/health-wellbeing/3818251/perth-menopause-cafe-gets-surprise-visit-from-nicola-sturgeon/>

#### November:

**That's TV East Scotland** broadcast Rachel talking about Nicola Sturgeon's visit

[https://fb.watch/gAxb\\_HMSqj/](https://fb.watch/gAxb_HMSqj/)

**Radio Tay** broadcast an interview with Rachel twice, about Nicola Sturgeon's visit.

Pat Duckworth's Menopause Café in Royston was featured on **BBC Look East** and on **BBC This Morning**.

**Austrian local newspaper** article about Menopause Café Steiermark

[https://www.meinbezirk.at/steiermark/c-lokales/mit-guten-gespraechen-durch-die-menopause\\_a5624281#?cleverPushBounceUrl=https%3A%2F%2Fwww.meinbezirk.at%2F&cleverPushNotificationId=sz4M6Qc5avh7ukbD6](https://www.meinbezirk.at/steiermark/c-lokales/mit-guten-gespraechen-durch-die-menopause_a5624281#?cleverPushBounceUrl=https%3A%2F%2Fwww.meinbezirk.at%2F&cleverPushNotificationId=sz4M6Qc5avh7ukbD6)

#### December

**La Presse in Canada** interviewed Rachel and published an article on menopause advocates including Menopause Café

<https://www.lapresse.ca/societe/sante/2022-12-04/qui-veut-etre-la-femme-menopausee.php>

#### April

**Press and Journal** quoted Rachel on Gillian Martin MSP's menopause survey on the impact of menopause at work

<https://www.pressandjournal.co.uk/fp/politics/scottish-politics/5569033/gillian-martin-menopause-survey/>

**Humans of Fuzia** published an interview with Rachel

<https://www.humansoffuzia.com/2023/02/24/the-woman-who-wants-everyone-to-be-able-to-talk-about-menopause/> "The Woman Who Wants Everyone to Talk about Menopause"

#### June

**People magazine** interviewed Rachel <https://people.com/british-woman-starts-pop-up-cafe-menopause-movement-exclusive-7552444> which resulted in many enquiries from the USA.

#### July

**Hertford College, Oxford**, featured our story in their blog

<https://sites.hertford.ox.ac.uk/bridge/menopause-cafe-or-how-watching-tv-led-me-to-start-a-charity/>

**Edinburgh University alumni magazine** "Enlightened" featured Rachel and #FlushFest23 <https://express.adobe.com/page/QdISxKwA7wfYR/>

**Scotsman on Sunday** ran a full page "[Menopause Festival Scotland: breaking the silence on menopause at Scotland's Flush Fest 2023](#)"

**Iona Community e-coracle** July edition featured Rachel's work with Menopause Café charity and how it links to the Community's commitment to Justice and Peace.

August:

**Noon** featured us <https://www.noon.org.uk/i-want-to-make-menopause-an-ordinary-topic-of-conversation/>

**Oxford University Alumni stories** featured Rachel's work with Menopause Café charity <https://www.alumni.ox.ac.uk/article/alumni-stories-HOPE-THE-MENOPAUSE-WILL-BECOME-ACCEPTABLE-TOPIC-OF-CONVERSATION>

## Government

Menopause Café's #FlushFest22 talk with Nicola Sturgeon was mentioned on page 5 of the [Women's Health Plan: A Report on Progress \(www.gov.scot\)](#)

## Hosting Cafes for organisations

Moira hosted a Menopause Café for Perth College UHI. Rachel hosted cafés for Anderson Strathearn and Coleg Cambria, whilst training their volunteer employees to be able to host events themselves in future. Donations were received in exchange for these services.

## Talks

Rachel gave talks on Menopause Awareness and/or Menopause Café charity to: Thenue Housing Association, University of Dundee, Gwent Police, West of Scotland Housing Association, Holyrood Knowledge Exchange, First Psychology and the Robertson Trust.

Rachel ran a "*How to Host a Menopause Café*" training session for Bristol Women's Voices, in April. 10 people from various parts of England participated. They videoed the talk which is now on our website and YouTube channel, a useful resource for new hosts.

Rachel participated in a Playwrights Studio Scotland panel event on *Menopause in Theatre* in Glasgow, July.

## Conferences

Rachel spoke about menopause and/or our work at:

- First Psychology Conference, Edinburgh on "Menopause: a Time of Transition" in April
- Holyrood Menopause at Work conference, Edinburgh on "How to run a Menopause Café", April
- European Menopause and Andropause 14<sup>th</sup> Congress, Florence on "The Patient's Perspective", May
- Playwrights Studio Scotland panel event on *Menopause in Theatre* in Glasgow, July.

Rachel attended the Menstruation Salon in Edinburgh marking the first anniversary of the Period Products Act Scotland and the Menstruation Research Network meeting in University of St Andrews, both in May.

## Publications

Maturitas, the EMAS journal, invited Rachel to write a guest editorial *Menopause and social media: Pros and cons for the general public* <https://doi.org/10.1016/j.maturitas.2023.02.006>

Ulrike Hammar featured Menopause Café in her book <https://verbalforlag.se/bocker/klimakteriet/> published in October 2022.

Rachel continued to write a quarterly column *Café Culture*, for the Menopause Matters magazine.



## Social Media

Platform	Likes/Followers /Subscribers	Increase on 2022	
FaceBook Page	7,716	+1,776	+30%
FaceBook Group	4,600	+1,300	+39%
Instagram	3,617	+717	+25%
X/Twitter	11,400	+700	+6%
Linkedin	780	Not previously recorded	
Mailchimp	1,584	Not previously recorded	-

## Progress

### a) Progress on opportunities identified in previous Annual Report

Opportunity identified in 2022 Annual Report	Progress
<b>Diversity and Inclusion</b>	
a) Focus on inclusion, that menopause affects women, trans men and non-binary people.	Rachel mentions this in all her talks, and we continue to challenge non-inclusive language when we encounter it eg: in calls for research participants.
b) Focus on inclusion by speaking about the intersectionality of menopause with mental and physical health issues, race, disability, gender issues, poverty and trauma.	This is embedded in presentations that Rachel gives and when being interviewed by the media.  She also includes class.
c) Increase the percentage of men, trans men and non-binary attending Menopause Cafes	Achieved. 12 men were recorded by hosts as attending Menopause Cafes. Last year only 2 were recorded, so this is an increase, but last year's data was incomplete.
d) Become a collaborator of the Menopause Inclusion Collective	Achieved. We currently feature at the top of their website list of pledges <a href="https://www.menopausecollective.org/new-page">https://www.menopausecollective.org/new-page</a>
<b>Spread awareness of menopause wider</b>	
e) We have been invited to write a quarterly column for the hard copy magazine, Menopause Matters. Use this to raise awareness of the menopause and of our activities and continue participating in media requests to talk about the menopause.	Achieved.  The editor has given positive feedback on Rachel's "Café Culture" column.
f) More Menopause Cafes held outside the UK	Not achieved. We had feedback forms from 18 hosts outside the UK last year compared to 25 the year before.

g) Increase participation in #FlushFest23, aim for 500 participants	<p>Not achieved.</p> <p>There were 161 tickets sold for #FlushFest23, compared with 200 the previous year. We need to reflect on reasons and the viability of future #FlushFests.</p>
h) Investigate translating our website into other languages	<p>Achieved.</p> <p>A volunteer has added something to the website which enables automatic translation into Spanish, French, Italian, Portuguese, Japanese, German and Greek. The quality of the translation is variable, but good enough, and free.</p>
<b>Volunteer support</b>	
i) Support our volunteer hosts and potential hosts	<p>Achieved!</p> <p>Helen Saaler, Heather and Rachel administer a WhatsApp group for hosts new and old. 3 experienced hosts and Heather are willing to talk with new hosts.</p>
j) Hold a Zoom call for all Menopause Café hosts (past and present) to explore the evolving model and variations: invite those who can't attend to submit a paragraph report on activity in their area.	<p>Achieved!</p> <p>Five Zoom Meetups for Menopause Café hosts were held.</p> <p>We decided not task those who can't attend to submit reports.</p> <p>We circulated notes of the meetings to all hosts.</p>
k) Define the various roles that our volunteer committee do and increase the number of people able to fulfil each role.	<p>Achieved!</p> <p>We have a list of volunteer roles and have had a number of volunteers offering. But several of them haven't materialised and existing volunteers have had to step down, often due to their own menopause symptoms.</p>
l) Recruit more volunteers to support the committee and to provide sustainability by having more than one person who can do each role.	<p>Several volunteers stepped down, others joined and then stopped, often due to menopausal issues.</p>
<b>Data collection</b>	
m) Improve our data collection eg by asking for annual returns from hosts or making it easier for them to inform us of events in advance and to submit their feedback.	<p>Not yet completely achieved.</p> <p>We have made it easier for hosts to submit feedback but still need to ask for annual returns.</p>

n) Provide online forms for event notification and facilitator feedback and signed Working Agreements.	Achieved! Working Agreements and event registrations and Facilitator Feedback forms are now submitted online. In addition we have online Participant Forms and a QR code for these.
o) Revise our Guide to Holding a Menopause Cafe	Achieved!

## b) Progress in other areas

**Donations:** Andy added a PayPal donation button to our website and made the existing Givey donation button more prominent. Heather claimed Gift Aid back on the PayPal donations.

**Website clarity:** Carol Johnson gave useful feedback on how to make the Website layout clearer, which Andy implemented.

**Hosts registration:** AND.Digital, IT company, offered to adopt us as their charity and to provide us with pro bono support. Initially we explored them helping us with #FlushFest23 ticketing, but decided to continue to use TicketTailor app for this. Instead AND.Digital worked on finding a way for our Café hosts to upload their event listings directly to our website and to edit and delete them, instead of the current system where they submit changes online and a volunteer, Sarah, uploads the events or makes changes. AND.Digital now have a nascent system, using Eventbrite, which we need to test first ourselves, then with a pilot group of hosts and then roll out to all hosts, considering how to dovetail this with annual returns.

## Our Achievements and Impact

We are pleased and satisfied to have had a positive impact on people's mental and physical health through our Menopause Café events, #FlushFest22 and other activities, below is some of the evidence.

### a) Feedback from Menopause Cafés

The First Minister of Scotland, Nicola Sturgeon, when attending Menopause Café Perth in October 2022 said

"When I was growing up, I didn't know much – if anything – about the menopause. It was shrouded in mystery because women didn't tend to talk about it.

"Now, I understand that is partly because of the stigma women face when admitting they are going through the menopause – as well as the vulnerability that comes when we start experiencing symptoms

"I can't think of a better place to come to have a frank and informative discussion about the menopause than a Menopause Café

"The idea behind these fantastic events is so important as we work towards normalising these important conversations."

#### **Burntwood Café, Sept 2023**

I can't express enough how much this group made me feel like I wasn't alone, even after 1 cafe. This should be on the NHS!!

#### **Highland Council Menopause Café at Work**

Living in a remote area I really appreciated this was an online event as I usually cannot attend anything due to my location. Thanks for organising it.

#### **RAF Wyton, Huntingdon Menopause Café**

In a secure government location, we often feel isolated from the real world so using the Menopause Café name and principles gave us an opportunity to have a direct connection with a civilian organisation.

#### **Menopause Café Dersingham February 23**

It is so hard to describe how this made me feel. I was really, really apprehensive about going and didn't want to be there once i got there - BUT - I felt so liberated for going. I am so glad I went. It really MADE me take time out to look inwards at me (even though we were all there for each other too

#### **Geraldine Norris, Feb 2023**

I wanted to let you know I found Menopause Café when I needed it most 5 years ago. I went on to host Menopause Café Blackwood for 4 years. I am so grateful to you and all those I've encountered at Menopause Café over the years.

### **December 2022 from a man.**

"I was surprised at the stories shared and it raised my awareness of the issues my wife had been going through."

### **Menopause Café Chiddington Nov 2022**

I was slightly late to the café, having come from work and walked into a circle of women. The café was like a beacon of warmth. The first words I heard were from a woman who piped up 'We're talking about vaginas!' I replied - 'what else is there to talk about!' and the group erupted with glee at the openness and warmth and safety of the conversation and atmosphere. I lead a University Menopause Network and am working hard to address issues of menopause across the Higher Education Sector in Universities, and feel that this work is not only about policy, workforce support and good treatment, it's about women feeling able to share without judgement, breaking down the taboos and building confidence about the services available to them and be helped to thrive and find a positive roadmap through these potentially challenging years.

### **Capita Menopause Café at Work, hosted by a male employee, inspired by Moira's MCs at SSE**

- The session was superb. It was very useful to hear about other ladies experiences & strategies on coping with both perimenopause and menopause. I felt quite empowered and a tad emotional at the end of the session as it made me feel so not 'alone' with my body and minds way of dealing with its journey
- Sense of relief in hearing from nearly 100 fellow employees at Capita, all experiencing similar symptoms to me and the chance to hear their stories.
- Such a fabulous idea and I hope the first of many sessions - thanks to all who organised this.
- I can't begin to say how insightful and powerful the session was with women sharing their experiences and not feeling so alone. It was empowering to realise that there are shared experiences and that you are not going mad. It also made me realise that some symptoms were due to the menopause that I hadn't realised were menopausal symptoms eg itchy skin. Such a positive, well run session that made a massive impact on my personal mental wellbeing. Thank you
- I found the Menopause Café so beneficial and important as it highlighted that what I am experiencing and going through, I was not alone. It took 4 years of going to the GP only to be told constantly that I was too young to be Peri-menopausal and finally getting diagnosed at the age of 43.
- I think it is fantastic that Capita is providing guidance and supporting colleagues experiencing menopausal and peri-menopausal symptoms.

- Really lovely to connect to other women at work that are dealing with menopause symptoms and some really good links and suggestions. Good to know that my employer is recognising the impact on women at work. This is an incredible addition to the wellbeing support we have on offer throughout the business.

### **Crystal Palace in London**

Hi! Hope you are well 😊

Me and a friend attended one of your menopause cafes (Crystal Palace in London) a few months ago.

At the time we were both hugely struggling .

I had had a hysterectomy at 41 and my friend had gone through a break down and had recently discovered it was due to peri menopause.

We came away feeling so much better and honestly believe it was the push we both needed to get all the help we needed.

We are now both in a much happier, healthier place enjoying all aspects of life again after seeking the help that we needed and making lifestyle changes.

So we want to now thank you for encouraging us and give back.

So in March we are planning to host a menopause cafe as part of the telegraph hill festival.

We are really nervous and would love if you could guide us in any way you can.



### **Menopause Café York, April 2023**

I feel much more reassured and less alone. It was great to hear others speak about their experiences at different stages.

Thanks so much to Kirsty for organising and for her fabulous energy and passion for these events!

Had a rough week at work and this just made me feel so much happier - so nice to speak with like-minded people

Feeling More positive about the menopause. Had a really nice time ,looking forward to the next one

### **Royal Wootton Bassett, Wiltshire - July 2023**

Reaching out and meeting other ladies experiencing some of the same experiences/impacts of menopause.

Getting to know a face, or a few, in the area as moved and need to build a life here - really difficult when you aren't doing school drop offs anymore or working locally! Difficult to know where to start! I was so nervous but put my big girl pants on, and was made to feel welcome immediately - Lou was so friendly and funny. Made me feel part of the group immediately.

### **Ashford Kent - September 2023**

I'm glad it wasn't a session where women were all negative and moaning about menopause. We as a generation need to change that attitude, and not view it as such a negative part of our life.

### **East Kilbride - September 2023**

To feel involved as part of a group of some lovely women with varied backgrounds who share similar & sometimes horrendous experiences who have great knowledge & tips on how to better manage the Menopause.

Vivarri (lady running the group) is very informative & kind. You can see her passion in helping others have a better understanding of the Menopause & support available. She has a great way with people, also Karen who made Tea's & coffee is super nice & all made to feel very welcome & part of the group. Thank you.

## **b) Feedback from #FlushFest23**

### **What did you appreciate about FlushFest?**

As a person going through perimenopause in my 30s, I really appreciated just being with other people going through the same thing, even if I was too shy to talk to most of them. I loved the talks on nutrition and sleep, and how friendly and supportive all the volunteers and organizers were.

Sharing and learning with and from bright, confident and dynamic women in a safe, supportive setting.

The mix of science, arts, lived experience. The sense of community. The inclusivity.

### **What positive impact has #FlushFest23 had on your physical or mental wellbeing?**

Has given me more confidence to speak with my GP. I've now made an appointment because of attending.

I have tweaked my diet, improved my sleep, feel more confident about my non-binary identity (thanks Odhran) I am looking forward to sculpting with clay. Hearing what others have had to say both on stage and in conversations with others has a huge positive impact on emotional wellbeing.

It helps to hear of the experiences of others and understand how they cope.

Knowing it's not just me

## **Other comments**

A wonderful and surprisingly affirmative experience. I also learnt things which I found astonishing, as I arrogantly thought I knew it all! I had surprisingly moving and lasting personal development moments that were unexpectedly touching. I have made connections with people that I have confidence will be lasting.

A great event with a huge impact. Informative, warm, welcoming, humorous and creative. Well done FlushFest23 team.

It was a fabulous event and I feel sincerely honoured to have been part of it - you are changing the life experience of countless people and shaping future society. I sincerely hope you are able to take a moment and honour your courage, commitment and personal strength. Thank you so very much.

It was the first time I'd attended Flush Fest and despite the technical issues, I gained so much out of it. The cabaret on Friday was a lovely way to start and the presenters that I heard were super interesting.

Thank you so much for this event. I am in Winnipeg and got up at 4 am to participate. There are so many things today that have helped me understand it is only me. The brain fog, the debilitating insomnia, the low libido, and to memory issues.

## Key risks

Risks	Impact	Likelihood	Mitigating plans
Failing to raise the £10K needed to fund the administrator's post in 2024/25	High	Low	<ul style="list-style-type: none"> <li>• Seek sponsorship</li> <li>• Raise funds by continuing to deliver talks and training</li> <li>• Raise funds by producing and selling merchandise</li> </ul>
Menopause Café name being used for events which don't meet our principles, thus tarnishing our name and reputation.	Medium	High	<ul style="list-style-type: none"> <li>• Continue policing use of the term "Menopause Café" on web and challenge those who misuse it, inviting them to rename their events or sign the working agreement.</li> <li>• Recruit and train a volunteer to do this "Internet Terrier" role.</li> </ul>
Burnout of Trustees	High	Medium	<ul style="list-style-type: none"> <li>• Recruit volunteers, so that more than one person can cover each role.</li> <li>• Recruit new Trustees with experience of governance of a charity, and fund-raising.</li> </ul>
The charity is highly dependent on Rachel, what if she steps down?	High	Low	<ul style="list-style-type: none"> <li>• Delegate more tasks to paid Administrator, where appropriate</li> <li>• Rachel focus on consolidating Menopause Cafes, before deciding whether to hold another #FlushFest.</li> </ul>
Charity is dependent on Andy (volunteer and Trustee) for website support, what if he steps down?	High	Medium	<ul style="list-style-type: none"> <li>• Consider switching from WordPress to a more easily maintained platform.</li> <li>• Consider paying an IT company to maintain the site or training administrator to be able to do so</li> </ul>
Spreading ourselves too thinly in response to demand from hosts and public	High	Low	<ul style="list-style-type: none"> <li>• Keep focus on our aim (raising awareness by creating space for conversations), resisting pressure to provide stands, information and to become experts on menopause.</li> </ul>

# Opportunities and Objectives

## a) Opportunities

### **Diversity and Inclusion**

- 1) Increase the percentage of men, trans men and non-binary attending Menopause Cafes

### **Spread awareness of menopause wider**

- 2) More Menopause Cafes held outside the UK.
- 3) Produce and sell merchandise enabling people to demonstrate menopause support

### **Data collection**

- 4) Improve our data collection by asking for annual returns from hosts

### **Website improvements**

- 5) Test the AND.Digital scheme for allowing hosts to register their own events
- 6) Investigate switching to SquareSpace to host website
- 7) Improve speed, accessibility and environmental impact of website
- 8) Investigate whether Participants Feedback Form responses can be automatically sent straight to the relevant volunteer host as well as to the Administrator

### **Finance**

- 9) Increase donations from individuals
- 10) Continue donations from companies
- 11) Sell merchandise
- 12) Look at other sources of finance such as grants

### **Volunteers**

- 13) Train up an Internet Terrier, to spot rogue cafes, misuse of our trademarked name, registered cafes which fail to follow our principles.
- 14) Move from email to MailChimp for communicating with volunteer Hosts.
- 15) Start GMT daytime Hosts MeetUp Zoom events
- 16) Improve the community feel for hosts via greater interaction at Hosts Meetups, on WhatsApp group and possibly via annual returns

### **Administration**

- 17) Hire a freelance Administrator
- 18) Join SCVO

## b) Objectives

Our objectives are to explore the above eighteen opportunities and also to continue to deliver the following eight:

### **Raise awareness about Menopause, including diversity of experience**

- 19) highlight that menopause affects women, trans men and non-binary people.
- 20) speak about the intersectionality of menopause with mental and physical health.
- 21) write quarterly column for Menopause Matters magazine, to raise awareness of our charity and of menopause diversity and inclusion.

### **Volunteer support**

- 22) Support Menopause Cafes Hosts through Zoom Meetups, WhatsApp group and social media.
- 23) Support potential hosts by having a list of experienced hosts happy to talk with them.

### **Contribute to Research**

- 24) Broadcast calls for research participants on our social media channels.

## Financial Review

### **Donated facilities and services**

- **The hosts** spend hours selecting suitable venues and advertising and hosting
- **Carol Johnson** and **Elaine Luck**, our admin volunteer, spent at least 6 hours weekly responding to emails, collating feedback, and supporting current & prospective volunteer hosts. Carol served from January 2022 – May 2023; Elaine from May – September 2023.
- **Heather Borderie**, Treasurer, prepared our monthly & annual accounts.
- **Ellie Goodyear** posted on Twitter and Instagram until December 2022.
- **Michael Hodgson** supported Rachel in seeking sponsorship for #FlushFest23
- **Moira MacLeod**, Secretary, created the agenda for and wrote up the minutes for committee meetings.
- **Sam Peach** waived her travel to Edinburgh, her accommodation costs and the cost of the materials for facilitating a workshop at #FlushFest23
- **Gaynor Ptak** managed and monitored the Facebook closed group.
- **Andy Sanwell** maintained the website
- **Sarah Weichardt** updated the events listings on our website weekly
- **Rachel Weiss** posted on the Facebook page, managed Twitter and Instagram from January onwards and co-ordinated sponsorship, marketing, programming and operations for #FlushFest23
- **10 volunteers** assisted at #FlushFest23 , see page 4
- **Lush** invited us to hold a Charity Pot weekend in their Edinburgh shops in August, donating all sales of their Charity pots to our charity.

**Main expenditure:** #FlushFest23

**We received donations in return for services**, such as hosting a café whilst training volunteers, giving a talk or producing resources:

Anderson Strathearn	£100	training and hosting
Coleg Cambria	£100	training and hosting
LJMU	£250	training and hosting
Perth College	£ 20	hosting a café
BMJ	£150	recording a training video
<b>Total for Hosting &amp; Training</b>		<b>£620</b>

Bristol Women's Voice	£200	talk
First Psychology	£169	conference talk
Holyrood Knowledge Exchange	£125	conference talk
Gwent Police	£150	Moira chatted with them about MC's
Playwrights Studio	£119	panel discussion
Robertson Trust	£250	talk
Thenue Housing	£300	talk
University of Dundee	£150	talk
West of Scotland HA	£250	talk
<b>Total for Giving Talks</b>		<b>£1,713</b>
<b>Total income for services provided</b>		<b>£ 2,333</b>

#### Other donations received

Amazon	£ 40	
Besins	£10,000	Sponsorship for #FlushFest23
CWU Communication Workers Union	£ 50	via Givey
Ernst & Young (EY)	£10,000	Sponsorship for #FlushFest23
FlushFest participant	£ 20	via Givey
Lush Retail	£ 198	Charity Pot Weekend
Paypal	£ 19	Paypal Giving Fund & Donations
Rotary Club	£ 500	BSL Interpreter #FF23
USA host	£ 620	via Givey
<b>Total from other donations</b>		<b>£21,447</b>
<b>Total donations</b>		<b>£23,780</b>

#### (Grant of £500 from P & K for Laptop)

#### Financial Summary

This year, a surplus of £5,268 arose as a result of £28,704 total receipts and £23,436 total payments.

The surplus puts us in a good place for 2024, with sufficient money to fund the £10K administrator post. Thus, we remain financially sound with adequate reserves in the bank to continue our activities going forward.

**Our policy on reserves:** We have some regular expenses eg advertising menopause café events and hosting the Menopause Festival, but no regular income. Sometimes we need to commit to activities before we have secured the funding, this is when we need our reserves, ie for cash flow. We only apply for funding, or fundraise, when we have an expense to meet, this way we will not accumulate excessive reserves. For the coming year, we need reserves of £10,000, to pay the freelance administrator. All monies raised by or on behalf of the Charity shall be applied to further the objectives of the Charity. It is the charity's policy to maintain reserves equal to 12 months of average expenditure.

## Reference and Administration Details

**Names of charity trustees** on date of approval of Trustees' Annual Report:

	<u>Date of appointment</u>	<u>Role</u>
Mr Andrew Sanwell	15/01/2022	IT
Ms Rachel Mary Weiss	18/01/2020	Chairperson
Mrs Elaine Luck	28/10/2023	Secretary
Mr Brian Luck	28/10/2023	Treasurer

**Charity Name and Number:** Menopause Café SC048435

**Registered Office:** 14 Fraser Avenue, Wolfhill, Perth PH2 6DG

**Bank:** Bank of Scotland

**Independent examiner:** Leona Ramsay CA CTA

## Structure, Governance and Management

**Type of governing document:** The charity is a Scottish Charitable Incorporated Organisation(SCIO). It is governed by its constitution for single tier SCIO, available on its website

**Trustee recruitment and appointment:** trustees are recruited by advertising vacancies in our newsletter and sometimes on social media. Sometimes we identify a potential trustee, with the required skills, and approach them asking whether they would be willing to become a trustee. If willing, we interview them and the Board of Trustees will then decide whether to appoint that person to be a charity trustee, by way of a resolution passed by majority vote at a board meeting. At the conclusion of the next AGM any new charity trustees retire from office and are eligible for re-appointment at the next board meeting, in accordance with our constitution.

### Declaration

The trustees declare that they have approved the trustees' report above.  
Signed on behalf of the charity's trustees

Signature: 

Position: Chairperson

Full name: Rachel Mary Weiss

Date: January 4<sup>th</sup> 2024

## INDEPENDENT EXAMINERS STATEMENT

I report on the accounts of the charity for the year ended 30 September 2023 which are set out on pages 26 to 28.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

### Independent examiner's statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Name: Leona Ramsay CA CTA

Signed:

Address: 119 Curlew Way, Inverkeithing, KY11 1FF

Date: 3/12/23

**STATEMENT OF RECEIPTS AND PAYMENTS FOR THE PERIOD ENDING  
30 SEPTEMBER 2023**

Receipts	Note	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Grants	2, 5	0	500	500	0
Receipts from fundraising activities		0	0	0	0
Donations	4	3280	20500	23780	14501
Gross receipts from other charitable activities	6	4424	0	4424	6228
<b>TOTAL RECEIPTS</b>		<b>7704</b>	<b>21000</b>	<b>28704</b>	<b>20730</b>

Payments	Note	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Expenses for fundraising activities		0	0	0	0
Payments relating directly to charitable activities	7	2386	21000	23386	14326
Governance costs: Accounting fees		50	0	50	50
<b>TOTAL PAYMENTS</b>		<b>2436</b>	<b>21000</b>	<b>23436</b>	<b>14376</b>

<b>Surplus / (Deficit)</b>		<b>5268</b>	<b>0</b>	<b>5268</b>	<b>6354</b>
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The notes on pages 27 & 28 form an integral part of these accounts.

**STATEMENT OF BALANCES AS AT 30 SEPTEMBER 2023**

Cash Funds	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Cash & Bank Balances at start of year	14367	0	14367	8012
Surplus/(Deficit) shown on receipts and payments account	5268	0	5268	6354
<b>CASH &amp; BANK BALANCES AT END OF YEAR</b>	<b>19635</b>	<b>0</b>	<b>19635</b>	<b>14367</b>

The notes on pages 27 & 28 form an integral part of these accounts.

Statement of balances approved by trustees on December 17<sup>th</sup> 2023 and signed on their behalf by:

Signature:



Full Name: Rachel Mary Weiss  
 Position: Chairperson  
 Date: January 4<sup>th</sup> 2024

## NOTES TO THE ACCOUNTS FOR PERIOD ENDING 30 SEPTEMBER 2023

### 1. Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005.

### 2. Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objectives of the charity. The trustees maintain a single unrestricted fund for the day to day running of the charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for a specific purposes. There were no grants received this year for specific charitable projects.

### 3. Related party transactions

No remuneration was paid to any trustees or connected parties during the year.

### 4. Donations received

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Donations from members of the public	659	0	659	86
Business donations £500 or less	2621	500	3121	1415
SSE	0	0	0	3000
Scottish Midland Co-Op	0	0	0	5000
Besins	0	10000	10000	0
Ernst & Young	0	10000	10000	5000
<b>TOTAL DONATIONS</b>	<b>3280</b>	<b>20500</b>	<b>23780</b>	<b>14501</b>

### 5. Grants received

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Perth & Kinross Council for a Chromebook	0	500	500	0
<b>TOTAL GRANTS</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>

## 6. Gross Receipts from other Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Income from Menopause Festival	4100	0	4100	6204
General	324	0	324	24
<b>TOTAL from Charitable Activities</b>	<b>4424</b>	<b>0</b>	<b>4424</b>	<b>6228</b>

General: E Murray £200 + Glendoick (refund FB) £32 + Bag sales £92 = £324

## 7. Cost of Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Marketing	95	0	95	218
Menopause Festival	2024	20500	22524	13882
Misc.	317	500	817	275
<b>TOTAL from Charitable Activities</b>	<b>2436</b>	<b>21000</b>	<b>23436</b>	<b>14375</b>

Misc: Accountant £50 + Volunteers expenses £227 + ICO £40 = £317

Misc: Chromebook from grant = £500