

TRUSTEE BOARD MEETING MINUTES

Tuesday May 2nd, 2022
Zoom, at 1300



In attendance: Michelle Ryan (MR, Chair), Navin Sehmi (NS, Vice Chair), Andrew Longland (AL, Treasurer), Alan Simson (AS), Keith Sacre (KS), Mike Sankus (MS), Paul Barton (PB), Alastair Durkin (AD), Steve Westmore (SW).

Apologies: None received.

Staff: John Parker (JP).

No.	Agenda item	Actions
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1	Opening	
1.1	Welcome and signing attendance. Attendees recorded for minutes as above.	
1.2	Apologies for absence No apologies were received.	
1.3	Conflicts of interest No conflicts of interest were declared.	

2	Minutes and actions of previous meetings	
2.1	NS proposed that the Minutes of the February 2022 Board Meeting were accepted as a true record. AD seconded, all agreed.	
2.2	JP provided an update on the actions arising from November 2021. <ul style="list-style-type: none">Have working links to eBooks sent to the Board. <i>Post-meeting note: JP has a meeting with PageSuite after the Bank Holiday weekend to determine what has gone wrong with the links to the eBooks, which</i>	

	<p><i>now appear to be not working. Update to follow when available.</i> Action: JP to send Board an update about the eBooks along with working link.</p> <ul style="list-style-type: none"> • Circulate digital versions of the 2019-2022 budgets to Board. <i>Complete. Included with Board pack.</i> • Produce a SWOT analysis of the current and proposed Committee structures, including time commitments. <i>Complete. Included with Board pack.</i> • Draft terms of reference for the proposed Committees. <i>Complete. Included with Board pack.</i> • Review research grant applications and make a recommendation to Board. <i>Complete. Grant applicants have been informed.</i> • Amend the term 'leadership team' in the final bullet point of the advertisement. <i>Complete. This amendment has been made – it has changed to 'CEO and management team'.</i> • Action MR. Provide JP with a list of places to advertise. <i>Complete.</i> • Work with the Finance Group to undertake a review of our current insurance policy to ensure value for money and service. <i>Complete.</i> • Finalise a time for the next Board and send out an invite. <i>Complete.</i> <p>The question of a Scheme of Delegation was raised. MR will look at setting up a working group to consider what is required. MS, AD and KS expressed interest in being involved. Action: MR to follow up on Scheme of Delegation.</p> <p>JP confirmed that an estate agent visited the Malthouse and gave an updated valuation on the building and land. This was verbal rather in writing. Action: JP and AL to speak to Auditors to find out what is required in terms of recording building valuation. JP and AL to speak to Auditors and determine what</p>	<p>JP1</p> <p>MR1</p> <p>JP2</p>
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3	Finance	
3.1	<p>JP presented the 2021 financial figures to Board. These figures have already been reviewed by the Finance Group (MR, NS, AL, HB). Some questions were asked by Trustees:</p> <ul style="list-style-type: none"> • Why is ArbAC revenue so different to what was projected? JP explained this is partly because we undertook more assessments in the second half of 2021 than we were expecting and partly because some of the assessments in the first half of 2021 were undertaken as Desktop Audits rather than reassessments – in this scenario the Association still pays the Assessor, but doesn't charge the ArbAC. This situation has been reviewed for 2022. • Why is the RC revenue different? Action: JP to find out why there was a considerable difference in the actual/projected RC revenue in 2021. <i>Post-meeting note: JP, HB and Simon Richmond have investigated this and it has transpired that some of the income for the RC Scheme was wrongly allocated to the AC Scheme cost centre. This has now been</i> 	<p>JP2</p>

	<p><i>rectified and the final 2021 RC Scheme income figure was £30,621 against a budget prediction of £30,000</i></p> <ul style="list-style-type: none"> In projecting increased advertising revenue, are we anticipating increasing the amount of advertising in the ARB Magazine? JP confirmed that this was not the case, and the balance between advertising and content in ARB Magazine is not projected to change. The 2021 increase in revenue, and the projected 2022 increase, is based on an increased job advertising provision rather than any other sort of advertising. 	
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4	CEO Operational Report	
4.1	<p>Brief operational update</p> <p>JP provided a written operational update to the Board in advance of the meeting and invited questions/discussion.</p> <p>Questions/comments:</p> <ul style="list-style-type: none"> MS asked why ArbAC and Technical were listed as areas of concern with regard to recruitment. JP confirmed that we are in the process of recruiting additional administration support for the ArbAC scheme but that our technical resources are increasingly stretched and we need to recruit very soon. KS asked if we could encourage members to contribute work for publication in order to continue the success of recent publications such as the fungi books. JP said that this is something we would be interested in and that we are already working with another two members who are writing books which the Association will hopefully public in 2022/23. MS raised a concern that virtual ArbAC reassessments might not be as thorough as in-person assessments. JP explained that we have just undertaken a virtual reassessment as a trial and would share the findings report soon. If some Board members would like to view the next virtual reassessment then this can be arranged. Action: JP to disseminate Paul Elcoat's virtual reassessment report. 	JP3
4.2	<p>Complaints</p> <p>JP provided an update about complaints. At the time of the meeting there were two open complaints, both about the same ArbAC and both being dealt with by Professional Committee/Board.</p> <p>MS asked if we could publicize the removal of the ArbAC which was expelled from the Scheme in early 2022? The general agreement was that the decision about naming ArbACs in this way should form part of the wider ArbAC review.</p>	

5	Updates from Committees	
5.1	No committees have met since the previous Board meeting.	

6	Items for discussion	
6.1	<p>Committee proposal</p> <p>In advance of the meeting JP had circulated a SWOT analysis and draft Terms of Reference for the proposed Committee Structure. JP noted that a SWOT analysis is necessarily a very subjective exercise, and recommended that Trustees all consider the advantages and disadvantages of the current and proposed Committee structure in a way which works for them.</p> <p>Concerns were raised about the potential for a lack of member engagement in the proposed Committee structure. It was suggested that non-Trustees should also be involved. The counterargument to this was that the proposed structure could encourage increased member engagement through a regenerated working party group.</p> <p>Some Trustees feel that the existing Committee structure has never delivered for the Association as intended; other Trustees feel that this is not the case, and that they have been successful.</p> <p>It was proposed that a workshop be set up for the Board to talk through this issue. A face to face meeting was preferred for this. Action: JP to email a suggestion for taking the Committee restructure forward.</p>	JP4

7	Items for information	
7.1	<p>Update on insurance.</p> <p>AL updated the Board that the Association now has a new insurance broker. Previous insurer responded to our request very late and was more expensive than the alternatives. We now have better insurance at a cheaper price, which covers us for everything we need. ARB Show insurance will be looked at separately, AL will be meeting Simon Richmond to discuss further.</p> <p>Co-opted recruitment update</p> <p>MR updated the Board about this issue. We received several applications for the HR and legal Trustee roles. MR has undertaken interviews with the candidates, assisted by a combination of SW and JP. Two very strong candidates</p>	

	<p>have been identified as being suitable and MR proposed that Sarah Armstrong (SA) and Liz Nicholls (LN) be Co-Opted to the Association Board. AL seconded.</p> <p>The Board voted in favour, with two abstentions.</p> <p>Action: MR to share prospective Trustee CVs.</p>	MR2
	<p>KS observed that for future Co-Option Trustee recruitment it may be advisable to ensure all Trustees are aware of the process which is taking place.</p> <p>Action: MR to inform new Trustees of the outcome.</p>	MR3
	<p>Action: JP to invite the new Trustees to the next meeting.</p>	JP5

8	Any other business	
8.1	No other business was raised.	

9	Date of the next meeting	
9.1	<p>The date of the next meeting is Tuesday August 9th, to be held online via Zoom.</p> <p>Action: JP to arrange next meeting and send out an invite.</p>	JP6

Meeting concluded at 15:00

Minutes to be circulated to all Trustees.