

TRUSTEE BOARD MEETING MINUTES

Sunday, November 13th, 2022
The Malthouse, 14:30



In attendance: Michelle Ryan (MR, Chair), Paul Barton (PB, Vice Chair), Andrew Longland (AL, Treasurer), Alan Simson (AS), Keith Sacre (KS), Alastair Durkin (AD), Liz Nicholls (LN), Sarah Armstrong (SA), Stella Bolam (SB), Rob Murison (RM), Neil Davies (ND).

Staff: John Parker (JP).

Apologies: Steve Westmore (SW).

No.	Agenda item	Actions
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1	Opening	
1.1	Introductions and welcome Attendees recorded for minutes as above.	
1.2	Apologies for absence Apologies were received by SW.	
1.3	Conflicts of interest No conflicts of interest were declared. Trustees were provided with a Declaration of Eligibility to sign and a Register of Interest form to complete. All Trustees present provided the required information.	
1.4	Trustee Welcome Pack JP gave out new Association Trustee Welcome Packs, intended to provide new Trustees with useful information about the role. The Welcome Pack contains the latest Annual Summary and Strategic Plan, the Articles of Association, a Register of Interests form and an information note about the role of Trustee. Trustees were invited to provide feedback about the contents so that it can be improved in the future.	

2	Minutes of previous meetings	
2.1	<p>August 2022 Board meeting</p> <p>AD proposed that the Minutes of the August 2022 Board Meeting were accepted as a true record. AL seconded, all agreed.</p>	
2.2	<p>Actions from the August 2022 Board meeting</p> <p>JP confirmed that all actions from the August Board meeting have now been completed. The Red Book valuation of the Malthouse has now been completed and we are awaiting the report.</p>	
2.3	<p>Post-AGM 2022 Board meeting</p> <p>ND proposed that the Minutes of the Post-AGM (Annual General Meeting) 2022 Board Meeting were accepted as a true record. SB seconded, all agreed.</p>	
2.4	<p>AGM 2022 minutes</p> <p>RM proposed that the Minutes of AGM 2022 were accepted as a true record. AD seconded, all agreed.</p>	

3	Finances	
3.1	<p>2022 Budget update</p> <p>The latest 2022 income and expenditure figures had been previously circulated to the Finance Group and Board. JP invited questions/comments and the Board had a general discussion about the 2022 budget.</p>	
3.2	<p>2023 membership increase.</p> <p>JP confirmed that most membership fees for 2023 would be increasing by 5% (SocEnv fees will be increasing by 6.5%). The fee increase is an attempt to balance the need of the Association to cover costs in the face of predicted inflation of 10-15%, with trying to protect the membership from an unreasonable increase in subscriptions. These increases will be announced in the forthcoming edition of ARB Magazine.</p>	
3.3	<p>Budget 2023</p>	

	JP confirmed that a 2023 budget has not yet been prepared for consideration and approval by the Board, but that the team is working on it. Early indications suggest that 2023 will be a difficult year, largely because of a combination of limited membership growth and increasing costs, particularly payroll in order to address inflation and the cost of living crisis.	
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4	CEO Operational Report	
4.1	<p>JP provided a written operational update to the Board in advance of the meeting and also gave a brief verbal update.</p> <p>Questions/comments:</p> <ul style="list-style-type: none"> • JP noted that the Association was engaged in discussions with the tree climbing competition community to ensure that we properly support and promote them, and the climbing competitions, in the future. This will involve increased resources and staff time being spent on the events, as well as a financial commitment which will be reflected in the 2023 budget. All Trustees expressed support for this new approach. • Trustees asked what plans there were for reviewing the Arb Journal, a topic which has been discussed for many years. JP confirmed that meetings with the Editor and Publisher (Taylor & Francis) were ongoing and an update will be provided soon. LN asked if it might be possible to send a survey out to members to find their opinions about the Journal. It was proposed that the Journal be made an agenda item for a future meeting so that it could be properly discussed. <p>Action: JP to add the Arb Journal to a future Board meeting agenda.</p> <ul style="list-style-type: none"> • The issue of high staff turnover was raised. JP summarised the staff which have left the organisation in the last few months. Part of the problem is believed to be recruitment, and the fact that we do not have strong enough recruitment materials/processes. This is something which JP is currently working on and which we hope to resolve soon. Hybrid working was proposed as one potential solution, JP acknowledged this as something to consider but noted the difficulty in balancing working from home/hybrid working with effectively building a strong team. • The group discussed Conference 2022 and 2023, offering feedback and thoughts about the event. JP informed the Board that consideration is being given to a two day event (plus field trip/s) in 2023 rather than a three day event as is traditional. It is likely that the venue for 2023 will be Warwick, but this is not yet confirmed. JP noted that the Association was considering using a conference centre/hotel rather than university campuses in future years, although no firm decision has yet been made. 	JP1

4.2	Complaints JP provided an update on the status of current and recently-closed complaints.	
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5	Items for discussion	
5.1	Articles of Association MR explained that the Articles of Association have not been updated since 2015 and that a review and update would be a priority for 2023. This will be a considerable project which will involve the staff team and Board, and may also require the Association buying in external consultancy support.	
5.2	Risk Register JP ran through the draft 2023 Risk Register and invited comment from the Board. The hope is that an agreed Risk Register can be approved by the Board via email prior to the end of 2022. Action: JP to circulate an electronic version of the Draft 2023 Risk Register. Action: All Trustees to provide feedback about the Risk Register.	JP2 All1

7	Any other business	
7.1	AS asked if the Association has a published policy on the use of plastic tree guards in planting. JP confirmed that there is no such policy, largely because tree guards such as this tend to relate more to woodland creation and forestry than arboriculture.	

9	Date of the next meeting	
9.1	The next Board meeting will be held on February 5 th and 6 th 2023, and will be in-person at the Malthouse. Action: JP to send out invite to Board for the next meeting.	JP3

Meeting concluded at 17:30
Minutes to be circulated to all Trustees.