

## Minutes of the Trustees Meeting - FINAL

Thursday 28<sup>th</sup> July from 10.30 am

Held at the Institute of Materials, Minerals and Mining (IoM3), Boardroom 1,  
297 Euston Road, London, NW1 3AQ

Present : Jago Keen (JK) Chairman Peter Wharton (PW)  
Keith Sacre (KS) Vice Chairman Alastair Durkin (AD)  
Laurence Vine-Chatterton (LVC) Treasurer Jon Heuch (JH), *until 1:30 pm*  
Jaime Bray (JB) Jim Quaife (JQ)  
Jonathan Cocking (JC) Mike Sankus (MS)  
Lisa Sanderson (LS) Robin Jackson (RJ)  
Simon Holmes (SH) Ged Collins (GC)  
Stewart Wardrop

Apologies: Alan Parker (AP)

Minutes: Kay Chadwick

Item	ITEMS FOR ACTION	Action
1.1	<b>Signing of attendance sheet and declarations of interest</b> Signed by all relevant parties. No conflict of interest identified.	
1.2	<b>Apologies for absence</b> As listed above.	
2.	<b>Minutes of Board Meeting held on the 5<sup>th</sup> May 2016</b> <ul style="list-style-type: none"> <li>a. The minutes were approved as a true and accurate record</li> <li>b. Matters arising not on the current agenda – none</li> <li>c. Updates following the minutes on 5<sup>th</sup> May: <ul style="list-style-type: none"> <li>↳ 3b) Fellowship Application – MS has completed and sent pc revision back to KM</li> <li>↳ 4) Finance Report – approved accounts from auditors received</li> <li>↳ 5) Biosecurity – the statement has been created and disseminated</li> <li>↳ 13) Committee Reports – M&amp;C still looking at writing to the Local Planning Association regarding the importance of professionals within the LA. Southeast Tree Officer Event Questionnaire to be produced by other branches; <b>to bring forward for next agenda.</b></li> <li>↳ 14) Task Forces – central register to be produced for Board level reporting</li> </ul> </li> </ul>	SW
3.	<b>The ISA</b> <ul style="list-style-type: none"> <li>a. Certification - was <b>agreed in principle</b>, with each stage considered in a controlled manner as it progresses. Publications become our monopoly, but which items we sell are to be determined depending on relevance.</li> <li>b. AA Representative - KS to sit on the ISA Council for an interim period of 18 months, before someone else takes on the role.</li> </ul>	



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4.	<p><b>Ambassadors for the AA and HQ Support</b> To introduce an Ambassador role to join and support the AA was <b>fully supported</b>. The exact nature of the scheme, entry, retention and training to be developed by SW once started.</p>	SW
5.	<p><b>MoU Proposal - New Zealand</b> MS edited the current format; let MS know if anyone has any comments / changes to make (<i>form attached</i>).</p>	All
6.	<p><b>MoU Renewal – Australia</b> Also <b>agreed in principle</b>, but MS will change the text to the generic format and publicise once agreed and signed off.</p>	MS
7.	<p><b>Risk Register</b> Obsolete and items no longer deemed as risks were removed from the Risk Register (<i>see current version attached</i>).</p> <p>Significant re-risking of business has occurred in recent times but vigilance needed to identify significant risks in future.</p>	All
8.	<p><b>Deputy Chair / Chair</b> Jamie Bray agreed to stand as Vice Chair. Mike Sankus intimated he would think about standing if he was elected. The possibility of having 2 Vice Chairs has been previously suggested.</p>	
9.	<p><b>Committee Reports</b> Reports from each committee were circulated and matters arising discussed. John Fulcher has agreed to stand in as Lead Assessor AARC scheme.</p> <ul style="list-style-type: none"> <li>↳ Professional Committee – SH is the chair for one more year. Professional, Associate, and Technician membership entry requirements need to reflect experience, not necessarily doing 2 years at associate level. <b>Highlight at the AGM</b>. Communication between U&amp;G and Prof Comm has improved. Media and Communications – although previously delayed, the Journal publication is now ready to upload. Student survey production is to be looked into with Jess taking the lead. Future export of CPD is to be recorded once, then forwarded on. SC is looking at ordering ISA publications, as there are hundreds of books that need to be selected to offer only what is relevant to the UK and the AA.</li> <li>↳ Education and Training – RJ warned of the consequences of low uptake of L6 Professional Qualifications; if less than 100 attendees, the courses may be discontinued and there is only one provider now.</li> </ul>	SH



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10.	<p><b>Simplicity Update</b>            Jess and Kay to prepare for the 6 weeks of Phase 2 (testing and releasing Accreditations online, Events Exhibitor online, Fellow and CEnv online) testing begins on 14<sup>th</sup> August to 30<sup>th</sup> September. Test data accounts that have made it through to the live system need to be addressed, as these should not be coming through. AP to be co-opted (if willing) for one more year to support the system implementation.</p>	
11.	<p><b>Task Forces</b>            The template has been sent out, and task forces need to deliver on specific items, providing deadline and closure dates. If task force not moving forward, then need to rethink through and deliver again more proactively.</p> <p>SW to coordinate central register and monitor tasks</p>	SW
12.	<p><b>External Liaisons</b></p> <ul style="list-style-type: none"> <li>↻ GC enquired about setting up an ARB presence in Uganda. GC to attend a branch of AA to see how they work, and obtain an MoU from MS once generic form is complete.</li> <li>↻ JC reported a lot of interest in tech from China and Hong Kong via the magazine.</li> <li>↻ JB to attend a meeting to discuss collaboration between different sectors.</li> <li>↻ KS working with contacts in Sweden and Italy, and taking the i-tree to the market place in America. SW to meet with SR to see how this works closer together. Holland uses i-tree in the UK. Study tours were proving popular where people meet researchers, disseminate to the AA to increase member benefit. KS also working on a Defra bid for a tree study in Manchester to pioneer government pilot schemes. KS traveling to Dresden in November for the ISA Conference, and visiting Maryland in February.</li> <li>↻ PW working with Warwickshire college's advisory board.</li> <li>↻ JK had undertaken recent work and visits with parliamentary members to promote value and awareness.</li> </ul>	SW
13.	<p><b>Any Other Business</b></p> <ol style="list-style-type: none"> <li>1) Health and Horticulture Charter AA signed up to support the framework</li> <li>2) Biosecurity Statement – SC did a great piece of work on the statement, which is to be used in numerous other principles – <b>approved.</b></li> <li>3) AARC Survey – results fed back to attendees, and met with positive outcomes.</li> <li>4) Projects with Task Force – to be <b>brought forward at the next meeting in November</b></li> </ol>	



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	<p>5) Elm Day – Brighton. AA to sponsor an Elm Wall in Brighton following the saved elm trees. SE Branch are happy to fund, but if more funding is required for a bigger input; giving a history of the story behind it, then it could be worth the expenditure of the Board's support.</p> <p>6) Last, but not least – a thank you to Jago for his support and guidance through challenging times!</p>	
14.	<p><b>Date of next meetings:</b></p> <p>↪ <b>AGM 2016 – Monday 5<sup>th</sup> September</b>, 6:00 pm in the Boardroom, Keele University, Staffordshire, ST5 5BG. <b><i>(Very short meeting only)</i></b></p> <p>↪ <b>Board Meeting – Thursday 17<sup>th</sup> November</b>, 10.30am at the Institute of Materials, Minerals and Mining (IoM3), Boardroom 1, 297 Euston Road, London, NW1 3AQ</p>	