

Minutes of the Trustees Meeting**On: Thursday 27th February 2020****Time: 11:00 to 15:45****Held at: IOM3, 297 Euston Road London NW1 3AD**

Present: Mike Sankus (MS) Alastair Durkin (AD)
 Jenny Long (JL) (from 3.1) Michelle Ryan (MR)(Vice Chair)
 Alan Simson (AS) from 3 Navin Sehmi (NS)
 Laurence Vine Chatterton (LCV) (Treasurer) Keith Sacre (KS)

Apologies: Jaime Bray (JB) (Chair)
 Ian Murat (IM)

Staff: Stewart Wardrop (SW) (CEO)
 Kate Beamish (Minutes)

Item	Agenda Item	Action
1.1	Signing of attendance sheet and confirmation of no conflicts of interest Attendance record completed, and no conflicts of interest were identified.	
1.2	Apologies for absence As listed above	
2.1	<p>Minutes of the Board Meeting held on 28th November 2019 Proposed: MS Seconded: NS All approved as circulated.</p> <p>Action points / matters arising that are not on current agenda.</p> <ul style="list-style-type: none"> Pg. 1 (6.3) MS asked for confirmation that demographic data of the delegates will be collected for the next conference. SW confirmed. Scoping document – MS informed that this is ongoing. Pg. 2 (3.2) MS queried whether the guide for potential trustees is being actioned. SW confirmed that it is being addressed. MS asked for an update on the electronic voting systems. SW - a system is going to be trialled shortly. MS - the ISA website still needs to have an AA presence. Item to be carried forward. 	<p>MS</p> <p>SW</p>

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2.1	<ul style="list-style-type: none"> • MS asked about whether the AGM could have a different time slot at the conference – SW to consider this with AA team. LVC said that non-members need to be considered as they will not be included and potentially not occupied. • 5.1 MS asked for an update on logo as sponsors of conference were displaying the old one. SW has spoken to those involved. • 6.1 MS enquired if IM had been invited to sit in on an E&T meeting – SW to check. • Tree officer conference – MS asked for an update. John Parker to action. 	<p>SW</p> <p>SW</p> <p>JP</p>
3	<u>Carried Forward Items</u>	
3.1	<p>Journal – carried forward from 2019 Strategic meeting in July 2020 after which a meeting with Taylor and Francis will be held with regards to the future of the journal.</p> <p>KS suggested that each journal focuses on a single topic. Commission someone to write a literary review for each edition. This synopsis of the research will be a useful service to our members. To be discussed further.</p>	
3.2	<p>Vice Presidents carried forward from 2019</p> <p>REDACTED</p> <p>KS suggested VP role to reviewed and documented? SW to present role to VPs and ask them if they wish to continue in position?</p>	SW
3.3	<p>Committee scoping document from 2019 – verbal update MS is continuing to work on this.</p>	MS
3.4	<p>Complaints 2019 History – from Nov 2019 SW – officially none open. MS stated that the complaints data can be misleading as some complaints are very detailed and involve a great deal of work and others less so. KS asked what data/information do Trustees want?</p> <p>Discussion: Date initiated and finished and the category e.g. AC, RC, members etc.</p> <p>LCV queried the AAs involvement in complaints and when are they handed over to the solicitor. SW explained that as soon as legal involvement is actioned the AA step back but otherwise the AA must be involved as they are our schemes, which we need to protect.</p>	SW

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3.5	<p>RC scheme finance – from Nov 2019</p> <p>JL queried the development costs for the RC scheme. SW confirmed that going forward the costs (assessor cost, accommodation, expenses etc.) will be included.</p>	SW/HB
3.6	<p>Employee handbook – from Nov 2019</p> <p>NS - Electronic version of meeting supporting documents didn't have 3.6 and the page wasn't in the pack?</p> <p>MS suggested agendas going forward have single, searchable stitched together Word document sent as a PDF attachment instead of multiple attachments. SW to action.</p> <p>MS suggested that Trustees should have oversight of staff documents/policies and approve them. SW disagreed as professional advice is taken to prepare said documents so they can be prepared without approval.</p> <p>MS suggested that any future documents are presented to the board and approved by the trustees.</p> <p>Discussion followed and the following steps were agreed -</p> <ul style="list-style-type: none"> • Regular updates from SW will include any comments or changes to any policies that are in place to ensure that the Arb Association is in line with legal requirements. • SW assured board that the current Staff Handbook complies with all HR legal requirements. 	SW
3.7	<p>Personal Fall Protection systems (2 rope) - ~Arb Mag Articles x 2</p> <p>SW thanked MS and NS for all their hard work and contributions to the PFP system.</p> <p>MS said that in production of TG1 we are going to need a review of the research into using ropes to climb trees. If TG1 gets to production and there isn't a piece of kit that can be used safely to join two ropes when climbing trees, then there will be issues. SW suggested that when we get TG1 from Chris Cooper Abs (first draft), it needs to include all the research data on which it is based to help answer these concerns.</p> <p>KS concluded that moving forward MS and NS to continue their involvement and will keep the board informed.</p>	
4	<u>Finance 2019</u>	
4.1	<p>Performance v Budget 2019 YTD</p> <p>Forecasting a surplus of £40k</p> <p>Preparing for Audit on 16th March 2020</p>	
4.2	<p>Balance Sheet</p> <p>SW - assets are near to £1 million</p>	

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4.3	Cash & Debtors and Loan Balance Update from SW. <ul style="list-style-type: none"> • Debtors are good. • All the monies from the branch accounts have been transferred to the main account except Northern Branch. Luke Steer is working on this. Mortgage balance £57k, after audit pay off £20k and then 2 further payments until balance cleared.	
4.4	Option to Tax – HMRC confirmation SW –notification received that as long as the Arb Association doesn't sell the Malthouse before 1 st Aug 2022 there will not be any tax implications.	
5	<u>Operational Activity</u> REDACTED	
5.1	CEO Operational Update SW any questions – see above LVC asked about membership numbers and the 3000 target. SW stated that we are currently on track. MS questioned whether there is a membership grade for general members of the public. MR said that this will be part of the strategic planning.	SW
5.2	BRG 19th November 2019 – agenda and action points Noted SW – BRG took place effectively via conference call.	
5.3	CEO - beyond 2020 Recruitment of new CEO SW to gather information from Sue Bailey and Sarah Thewlis. This will be given to the board for them to then use in the recruitment process.	SW
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6	<u>Committee Reports</u>	
6.1	Education and Training SW apologised that this was only received yesterday. Carry forward.	SW
6.2	Professional Committee MS main points – <ul style="list-style-type: none"> • 4.2 GN8 and 9. NS to review. • MR asked about a Mentor training day for RCs. MS - this hasn't been decided upon yet. MS stressed it's important that RC mentors give the advice that we want them to. • 5.2 Scheme standards – NS requested a date for a review. SW suggested early May 2020. 	NS SW
6.3	Media & Communications JL – new venue at Hi-line in Exeter was a success.	

	<p>JL – handed out Schools membership document, which has been produced in order to introduce arboriculture at secondary school as part of STEM. Asked for board approval before local pilot launched.</p> <p>Board discussion and all approved.</p> <p>JL to feedback in May 2020 with a progress report.</p> <p>JL – M&C to run a volunteer stand at Arb Show to showcase the fun that the Arb has to offer.</p> <ul style="list-style-type: none"> • JL – M&C keen to listen to members and suggested a survey to gauge opinion. Board discussed creating a questionnaire. HQ and M&C will devise a list of questions for the Trustees to review in May. 	<p>JL</p> <p>JL</p> <p>M&C/SW</p>
7	<u>For Discussion and Decision</u>	
7.1	<p>Strategic Plan – 2021-3</p> <ul style="list-style-type: none"> • SW – plan will be circulated a month before July 2020 meeting. Please forward anything to be included. • KS – requested that chartership of the term ‘Urban Forestry’ should be considered by the Arb Association as it is the term that is being commonly used and worldwide it will supersede all individual disciplines. Discussion followed and it will be included in strategic discussions. • MR enquired whether there were any special co-opted members for the strategy day? MS also asked if the AA were looking at filling the two vacant co-opted posts. SW explained how difficult it is to get non specialist related trustees to sit on trustee boards. Board to tell SW what skills they need and then SW will put it on ‘Memberwise’. MS suggested someone from Education to sit on board and E & T. 	<p>SW</p> <p>ALL/SW</p>

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7.1	REDACTED	
7.2	<p>AATL Directors NS raised that currently all trustees are currently listed as AATL Directors and was this necessary as the AA own the AATL. SW advised that the sole function for AATL Directors is to meet and gift any proceeds to AA.</p> <p>A proposal was put forward to have The AA chair/ vicechair, CEO and finance manager as Directors of the AATL. All agreed.</p>	HB
7.3	<p>Fellow Membership – referred from Professional Committee MS – John Parker asked whether an overseas member of note could move from Professional level membership to Fellow before they've completed 5 years as a Professional. This was discussed and it was agreed that - no special case could be made – 5 year service as a professional member is required.</p> <p>At Professional committee meeting MS put forward the idea that rather than make exceptions for an individual we create a position almost like an ambassador role for someone to work from abroad. This discussion point needs to be carried forward into strategy discussions.</p>	SW
8	Items determined to be confidential – 3.1; 3.2;7.1	
9	<p>For information Next meeting – Thursday 21st May 2020 – venue to be determined</p> <p>SW updated Trustees about RHS Chelsea garden – 3 passes per day (Trustee/ Technical officer and staff member) to man the garden.</p> <ul style="list-style-type: none"> • KS – commented that the RHS magazine doesn't have anything about trees in it and could the AA provide articles for them to include. SW will investigate this. • NS suggested a 'one off' AC advert in the magazine. SW will investigate the cost of this too. 	<p>SW</p> <p>SW</p>

Distribution: All Trustees, CEO and Finance Manager