

Minutes of the Trustees Meeting on Sunday
28th November 2019 from 11:00
Held at: The Malthouse, Stroud Green, Standish,
Stonehouse, Glos, GL10 3DL



Present: Jaime Bray (JB) (Chair) Mike Sankus (MS)
 Jenny Long (JL) Michelle Ryan (MR)
 Alan Simson (AS) from 3.1 Navin Sehmi (NS)
 Ian Murat (IM)

Apologies: Keith Sacre, Laurence Vine Chatterton (LCV) (Treasurer), Alastair Durkin (AD)

Staff: Stewart Wardrop (SW) (CEO) John Parker (JP)
 Simon Richmond (SR) for 5.3 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	
1.3	Election of Vice Chair JB Thanked IM for his support, help and advice in the last year. With the Chair having opened the discussion to all Trustees - MR presented a short summary of what she would bring to the role of vice chair. All trustees voted in favour of MR taking on the role.	
2.1	Minutes of the Board Meeting held on 14th July 2019 Proposed: NS Seconded: IM All approved as circulated. Action points / matters arising that are not on current agenda. <ul style="list-style-type: none"> 6.3. JL – met with SW and membership team to discuss telephone sales. Additional resource is in place as is a membership plan. 	
Item	Agenda Item	Action
	<ul style="list-style-type: none"> 6.3 MS asked for an update on the demographic data. SW said that the data has been collected for over 100 people. JP confirmed that the data collection process is also in place for next year. 7.1 Committee scoping document IM queried his initials against the 'Committee Scoping document'. Discussion of scoping document. All agreed that one is needed. It should include the terms of reference for the actual committee i.e. how members are elected, the expectation for attending meetings, claiming expenses etc. The actual 	MS

	<p>remit of the committee however needs to be non-prescriptive with the reliance on the trustee to take any key ideas forward as and when required. MS to draft.</p> <ul style="list-style-type: none"> • 3.2 Guide for trustees. SW has a document that had been previously circulated. Alan is going to be asked to review his experience of becoming a trustee we will then take any appropriate actions taken. • 3.2.2 MS asked for an update on the online voting. SW confirmed that it's ready to go and will be trialled soon (Election Buddy) • 3.2.3 MS questioned why the ISA are not promoting joining the AA on their website? SW is dealing with this. • 4.2 MS asked for a Branch manual update. SW advised that the revised manual went out in Aug. • 5.1 MS enquired about the employee handbook. SW said it has gone out to staff and he will forward copy to trustees • NS – asked for an update regarding ICOP in AOB. SW said draft ICOP is due by 6th Dec 2019 and should be published next year 	SW
2.2	<p>Minutes of the Board Meeting held on 9th September 2019 Proposed: MS Seconded: MR All approved as circulated.</p> <p>Action points / matters arising that are not on current agenda.</p> <ul style="list-style-type: none"> • MS put forward the idea that questions need to be put forward in advance of the AGM and this needs to be enforced - All agreed • AGM needs to be in a presentation slot so that attendance is improved. JP to investigate. 	JP
3	<u>Carried Forward Items</u>	
3.1	<p>ISA Review (from July 2019)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
Item	Agenda Item	Action
3.2	<p>Journal carried (February 2019)</p> <p>[REDACTED]</p>	SW

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5.1	<ul style="list-style-type: none"> • MS noticed that on photo from the conference the primary sponsor (Bartletts) had the old logo on vans. SW to follow up. • NS requested minutes for scheme assessor meeting. <p>Climbing competitions</p> <ul style="list-style-type: none"> • If fees are paid via employer, then climbers need to use two ropes • NS asked is it possible to get paper trail discounts for ACs? SW to investigate. <p>ICOP and TG 1</p> <ul style="list-style-type: none"> • MS requested that AWG and the Professional Committee get to review the documents before they are published. <p>[REDACTED]</p> <p>Branches</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Membership SW 5% paid membership growth has been reached for 2019</p>	<p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p> <p>SR/SW</p> <p>JL</p> <p>SW</p>
5.2	<p>John Parker – Technical Report (after 4 months in role)</p> <p>JP has attended numerous AA events, Welsh and East Anglia branch events, Arb knowledge, BTI, Trees and climate change and Trees for Beginners, Student Conferences x 2, Aspiring consultants’ day etc.</p> <p>JP now active on the follow - International Year of plant health (2020); DEFRA die back group; various International tree conferences. JP also involved with AA political outreach activity with 3 main candidates for Stroud having visited HQ. JP has met with Lord Framlingham.</p> <p>Note - JP is an Independent local councillor on the Stonehouse council ideally placed to engage with community outreach projects – tree walks, planting trees with school children, climate action groups.</p> <p>JP has also attended VETCERT meeting in Sweden; EAC meeting in Lithuania. JP has spoken at Landscape Show, Ted Green event , Extinction Rebellion in Trafalgar square, WT, ICF,LTUA.</p>	

5.4	BRG September Agenda & Action Points Noted	
6	<u>Committee Reports</u>	
6.1	Education and Training Ian Murat will represent trustees on E&T committee going forward; SW to advise Steve Westmore.	SW
6.2	Professional Committee SW to circulate details of the 2019 complaint history – for information as part of the February board papers	SW
Item	Agenda Item	Action
6.3	Media & Communications JL gave a short update as to the recent, very positive M&C meeting held at AAHQ. Minutes are to be circulated ahead of February Trustee meeting.	SW
7	<u>For Discussion and Decision</u>	
7.1	Budget 2020 SW presented and explained the budget for 2020. Various questions asked <ul style="list-style-type: none"> • IM - RC scheme cost breakdown – circulate to trustee with Feb board information. • Forestry commission stand delegate charged for conference access – CEO to check • APF2020 – can arb area sublet plots – CEO to check 	SW SW SW
7.2	Strategy 2021-2023 Planning Process Agreed – proceed as per the CEO document	SW
7.3	Draft Meeting Dates and Venues Schedule 2020 Trustee meetings – February – TCPA, London May – Reading – venue to be determined by CEO July – Strategy day – Hotel near HQ Sept – Conference November – AA HQ	
7.4	Trustee Representation on industry bodies i.e. DEFRA Agreed – proceed as per the CEO document	SW

8	AOB <ul style="list-style-type: none"> • Schemes – ISO9001 status – [REDACTED] • One day AWG event – soft skills themed – policies and procedure examples of how it improves business performance backed up by examples. (i.e. Diversity/inclusion) 	SW SW SW
9	Items determined to be confidential – All identified by the CEO Staff/budget/ ISA/AOB	
	For information Next meeting – 27 th February 2020 - London Venue	

Distribution: All Trustees, CEO and Finance Manager