

4a	<p>Budget proposal</p> <p>It was explained that depreciation has risen significantly in 2016 from £8733 to £31,000 partly due to the new system. There is still however a projected surplus of £56,814 for the year ²</p>																																									
4b	<p>2015 predicted performance</p> <p>Unaudited figures show a projected surplus of £75,202 (LESS Simplicity see item 4 above). Whilst performance is above that budgeted there has been a degree of variance across particular lines with Conference and the Show performing particularly well.</p>																																									
4c	<p>2016 proposed draft working Budget</p> <p>The budget in progress was discussed</p> <ul style="list-style-type: none"> A small membership price increase is proposed to take into account current reserves and increasing overheads. Following a discussion on the cost of student membership, including free membership, it was agreed that it should be reduced to £10 and extended as proposed to apprentices if feasible It was recommended that we inform members of the improvements in services³ when we notify them of the revised membership fees. 	KM																																								
	<ul style="list-style-type: none"> The proposed changes in subscription rates below were agreed by the Trustees. <table border="1" data-bbox="320 1160 1118 1861"> <thead> <tr> <th>Grade</th> <th>2014</th> <th>2015</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>Student</td> <td>29.00</td> <td>30.00</td> <td>10</td> </tr> <tr> <td>Ordinary</td> <td>58.00</td> <td>60.00</td> <td>60</td> </tr> <tr> <td>Associate</td> <td>125.00</td> <td>129.00</td> <td>130.00</td> </tr> <tr> <td>Technician</td> <td>148.00</td> <td>153.00</td> <td>155.00</td> </tr> <tr> <td>Professional</td> <td>166.00</td> <td>171.00</td> <td>175.00</td> </tr> <tr> <td>Professional Retired</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fellow</td> <td>214.00</td> <td>220.00</td> <td>220.0</td> </tr> <tr> <td>Fellow Retired</td> <td>58.00</td> <td>60.00</td> <td>60</td> </tr> <tr> <td>Corporate</td> <td>296.00</td> <td>305.00</td> <td>310</td> </tr> </tbody> </table>	Grade	2014	2015	2016	Student	29.00	30.00	10	Ordinary	58.00	60.00	60	Associate	125.00	129.00	130.00	Technician	148.00	153.00	155.00	Professional	166.00	171.00	175.00	Professional Retired				Fellow	214.00	220.00	220.0	Fellow Retired	58.00	60.00	60	Corporate	296.00	305.00	310	
Grade	2014	2015	2016																																							
Student	29.00	30.00	10																																							
Ordinary	58.00	60.00	60																																							
Associate	125.00	129.00	130.00																																							
Technician	148.00	153.00	155.00																																							
Professional	166.00	171.00	175.00																																							
Professional Retired																																										
Fellow	214.00	220.00	220.0																																							
Fellow Retired	58.00	60.00	60																																							
Corporate	296.00	305.00	310																																							

² Final s/w cost of £28,200 plus some web design costs will be incurred in 2016 re oomi which will be capitalised. These will affect the cash flow but not the P&L

³ Primarily linked to the new web

	<ul style="list-style-type: none"> • The cost of credit card charges was raised. The meeting was informed that with the introduction of Oomi there will be an increase in direct debit and BACS payments and associated bank charges. We may need to review making a small charge for credit card payments in the future • The question of making financial contributions to other projects and organisations was considered and it was agreed that an amount of £5K should be put in the budget to be used at the discretion of the CEO. 	KM
4d	<p>Business Plan 2016</p> <p>The main points were highlighted and after discussion the Board approved the focus proposed</p> <ol style="list-style-type: none"> 1. Financial – The objective to continue to build financial stability and an operating surplus for future investment remains key. It is expected that with the introduction of Oomi that membership will be increased and attrition reduced from 2017. 2. Profile and engagement – To raise the profile of the AA and arboriculture through greater <ol style="list-style-type: none"> a. Engagement with <ol style="list-style-type: none"> i. The Public ii. Allied industries iii. Tree Officers iv. Membership groups v. Governmental bodies b. Attendance on influencing bodies and Speaker platforms <ul style="list-style-type: none"> ○ Committees and Working Parties to support all projects. M&C to support increased engagement with the public and UK Tree Officers. HQ to identify through the year plans and projects to engage with respective groups ○ It was suggested that if it is possible to capture data in respect of the industry eg people employed etc this would help re profile and promoting the AA and its charitable objectives 3. Biosecurity – it was agreed that a separate Task Force be constituted under the Chair of Keith Sacre with Lisa Sanderson and Jon Heuch. Should any other Trustees wish to be involved expressions of interest to be obtained <ul style="list-style-type: none"> • Oomi – there will be greater, as yet unknown, opportunities following the introduction of Oomi and these should be incorporated in to the business plan. • Karen Martin and Sally Wakefield left the room whilst the Board discussed Staff pay and benefits • The Board supported the proposal on staff overheads including pay for the Head Office team. 	KM

	<ul style="list-style-type: none"> The 2016 proposed budget and business plan was voted on and unanimously accepted subject to changes as stated above. 	
5	<p>The Logo</p> <ul style="list-style-type: none"> CM presented the new logo and summarised the process taken to arrive at the final design. There was a discussion on the new logo and its use on vans; the shield design was particularly well received. The new logo will be launched if possible with the new website on the 14th December. We have written to ACs and RCs to inform them that the Board are considering the new logo. An e-bulletin will be sent to members shortly advising them of the new logo and website. 	CM / KM
6	<p>Simplicity Update and Web</p> <p>Project Simplicity</p> <ul style="list-style-type: none"> KM briefly outlined the paper and expressed her thanks to AP for his contribution to the project. It was noted that the old system Netsuite is 8 years old and no longer meets the needs of the Association albeit the Association will retain the Netsuite Finance module. The project is currently on target to go live w/c 14th December. Project costs are, and will remain, on budget utilising the £10K contingency fund. Staff training is complete, user testing is in progress with web testing still to take place. All data has been migrated from Netsuite, however 6 web links will not be delivered on go-live date but during January and February - this will not impact users. It was noted that next year we will focus on the operational running of the system and how we make it work best. Trustees noted the need to evaluate and maximise its value. Centrepoint, the system provider have been supportive throughout the process. The Trustees expressed their thanks to all involved. <p>Web</p> <p>Chris Martin presented a slideshow showing the new website and some of its functionality which is planned to go live w/c the 14th December as the front end of the new CRM system.</p> <ul style="list-style-type: none"> New functions will include protected areas for Trustees and members. ⁴ New tools will provide a better service particularly to members. 	KM

⁴ To be built in Q1 2016

	<ul style="list-style-type: none"> • After renewal members will receive membership cards with their unique membership number to aid access to the members own area of the site; if these are lost they will be replaced with an electronic card. • Conference and training can all be booked on-line. • A point was raised about the sharing of papers between Trustees and it was agreed that this could be facilitated via the Trustees area on the site. • Reference to the new website has been made in the winter ArbMag and we will be writing to members with their renewal letters including the revised logo. • The Trustees liked the look of the new website. 	
7	<p>CEO Report</p> <ul style="list-style-type: none"> • The main points were highlighted and discussed. KM clarified that the APPGHG event at Capel Manor had been postponed. • It was noted that the RC lead assessor has resigned wef April 2016 and as yet no interest has been expressed. To be added to risk register. 	SW
8	<p>Committee Reports</p> <p>No actions arising from the reports.</p>	
9	<p>External Liaison</p> <ul style="list-style-type: none"> • Feedback was requested from events that Trustees have attended and to advise SW of any future events planned. • Request to promote R2 at Barchams Seminar. • Events since the last Board: <ul style="list-style-type: none"> ○ National Forestry Forum – JH ○ House of Lords – Biosecurity – KS ○ Forestry Commission – Urban Tree Health Event – JK ○ Linnian Society – Ash Dieback – MS ○ TDAG - KM 	All JB
10	<p>Risk Register</p> <ul style="list-style-type: none"> • It was agreed to remove two Items: Chair/Vice Chair vacancies and Appeal Review C016. An item on the Lead Assessor vacancy will be added. 	SW
11	<p>Any other business</p> <ul style="list-style-type: none"> • Biosecurity. It was agreed to set up a taskforce to take this forward as part of the Business plan. • MS clarified the recent changes to the Memorandum and Articles of Association. • There is a requirement to look at advertising and sponsorship policy. • Directors’ interests. A discussion on what should and shouldn’t be included. It was agreed that the Training Tree should be added for JK. • C019. The complainant has requested a review of the Panel’s decision. It was agreed that a panel of 2 board members will be formed to review the matter⁵ in line with previous practice. 	KS KM to share with Board SW KM

⁵ At this point a Trustee declared a conflict of interest. The Chair however stated it unnecessary to leave the room as the case would not be discussed merely the principle of how it would be reviewed.

	<ul style="list-style-type: none"> • The annual Audit commences on 7th March 2016 for one week. • To note Evote 32 - AC and RC scheme fees. • Using an Evote on 2nd November the Board approved an increase of the AC and RC annual scheme management fees for 2016. • It was agreed to collate taskforces for specific projects by involving members who have the appropriate expertise. These taskforces would report to the Chair of the appropriate committee and would/ could replace the AWG and CWG. The CEO to work with the respective Chairs. 	KM
12	<p>Dates of 2016 Meetings</p> <p>Thursday 18th February</p> <p>Thursday 5th May</p> <p>Thursday 28th July</p> <p>Monday 5th September (evening - at Conference)</p> <p>Thursday 17th November</p>	