

Minutes of the Trustees Meeting - Tuesday 23rd June 2020

Time: 15.00 to 17.40; Held via Zoom.



Present: Jaime Bray (JB) (Chair) Ian Murat (IM)
 Mike Sankus (MS) Alastair Durkin (AD)
 Jenny Long (JL) Michelle Ryan (MR)(Vice Chair)
 Alan Simson (AS) Navin Sehmi (NS)
 Laurence Vine Chatterton (LCV) (Treasurer) Keith Sacre (KS)

Apologies: Steve Hodsman (SH)

Staff: Stewart Wardrop (SW) (CEO); John Parker (JP); Simon Richmond (SR);
 Hanif Bhula (HB); Paul Smith (PS)

Item	Agenda Item	Action
1.1	An electronic record is being kept of the meeting, a copy of which will be held at AA HQ. There were no conflicts of interest declared.	
1.2	Apologies for absence - As listed above	
2	Presentation of 2019 Annual Accounts	
	<p>Presentation of 2019 Audited Accounts Scott Lawrence: Felicity Sang and Eleanor Gardiner from Hazlewoods presented the audit summary to Trustees.</p> <p>An enhanced report was presented because of CV19 upon the activities of the Association. Regulations relating to annual reports and going concern required more disclosure this year, especially about accounting policies. The Trustees asked a range of question, answered by the Hazlewoods team.</p> <p>Scott advised that following some follow up information being forthcoming the completed accounts would be available to formally sign off within two weeks.</p> <p>The Trustees thanked Scott and the Hazlewoods team for their report.</p>	HB/SW

<p>Additional Agenda Item</p>	<p>International Membership & Tree Care Supporter Proposals John Parker presented two proposal papers -</p> <p>International Membership Proposal Reduced subscription rates depending on per capita GDP levels to encourage membership from overseas</p> <p>Trustees agreed to support the proposal in principle subject to checking that the activity did not compromise the MOU with the ISA</p> <p>The final proposal is to be circulated to trustees at a further date</p> <p>Tree Care Supporter Proposal Public facing activity, not a membership grade.</p> <p>Trustees agreed to support the proposal in principle subject to – Logo branding, (MS) we will need to be careful regarding its use and clearly state the difference from membership. Supporter is not a membership grade and use of the Logo needs to be clear.</p>	<p>JP</p> <p>JP</p> <p>JP</p>
<p>3.1</p>	<p>Minutes of the Board Meeting held on 27th February 2020 Proposed: Jenny Long (JL); Seconded: Keith Sacre (KS) All approved as circulated.</p> <p>Action points / matters arising that are not on current agenda.</p> <p>Given the effect of CV19 upon activities the CEO gave a verbal update of the relevant points as follows –</p> <p>ISA – CEO reported that dialog continues with the ISA; opportunities to promote the AA on the ISA technology are limited, our message gets lost as we are one of over 40 competing organisations. The ISA web facility is poor. It was proposed (KS) and agreed that the existing status quo remains however the CEO is requested to revisit the document circulated in 2018 regarding the benefits arising from the MOU being in place.</p> <p>Conference 2020 – will be virtual, planning continues.</p> <p>E&T invite – it was noted that Ian Murat (IM) may not have received an invitation to the recent meeting; Keith Sacre (KS) confirmed he did receive one.</p>	<p>SW</p>

	<p>Tree Officer Conference – currently planned to be a 4-day event in October; we will continue to offer our support.</p> <p>Vice Presidents – ongoing, not a priority.</p> <p>Complaint History – CEO still compiling, will share at next board meeting.</p> <p>RC scheme finance – was shared with all RC’s at the recent virtual event; no questions arising as the RC’s could see the ongoing level of investment.</p> <p>NetSuite replacement via Sage or equivalent; Navin Sehmi (NS) will send some information to Hanif Bhula (HB) regarding a potential alternative to Sage.</p> <p>AC Scheme standard – Paul Smith (PS) now back off furlough as we are now progressing virtual assessment trials in conjunction with Paul Elcoat; the 2020 scheme standards should be circulated shortly.</p> <p>Mike Sankus (MS) raised two items namely - that the 2021 scheme standard needs to be circulated to ensure enough time to consider any changes and the scheme needs a review meeting to look at how we develop the scheme in future years.</p>	<p>SW</p> <p>NS</p> <p>PS</p> <p>PS</p>
Item 4	Finance	
4.1	<p>Finance – Cashflow 2020</p> <p>The CEO commented that the current projection forecasts a cash low in November of £56,000.</p>	
4.2	<p>AATL – Gift Aid to the AA</p> <p>It was proposed by Alastair Durkin (AD) and seconded by Keith Sacre (KS) that the AATL proceeds are gifted aided to the Arboricultural Association.</p> <p>Trustees voted unanimously in favour of the proposal.</p> <p>Hanif Bhula to action the transfer before the end of July 2020</p>	<p>HB</p>

4.3	<p>Business Interruption Loan (BIL) The CEO and Finance Manager outlined the necessity to replenish reserves especially with regard to trading activity in 2021 and the cash low point in November 2021.</p> <p>It was recommended that the AA apply for a BIL of £200,000, underwritten by the Government; the Association nor Trustees are required to provide any underwriting guarantees.</p> <p>It was proposed by Jenny Long (JL) and seconded by Alan Simson (AS) that the Association makes the application.</p> <p>Trustees voted 7 for the proposal with 2 abstentions (Chair did not vote)</p>	HB/SW
4.4	<p>Management Accounts The CEO and Finance manager presented the latest management accounts which indicated a forecast loss in the year of approximately £100,000.</p>	
Item 5	Agenda Item – CEO Update	Action
5.1	<p>CEO Operational Update The CEO outlined the use of 8 days holiday by all staff members to reduce forward liability and explained the use of the government furlough scheme to reduce staffing costs. All AA staffing furlough records are kept via electronic rotas.</p>	
Item 6	Agenda Item – Committee Reports	Action
6.1	<p>The CEO advised that because of CV19 upon activities a business update presentation had been provided to all committees at their recent meetings.</p> <p>Education and Training The CEO advised that the primary outcome of the recent E&T meeting concerned apprenticeships. It has been reported that the current number of arb apprenticeships forecast to be reaching the “end point assessment” is less than 20%, against a more typical 45%.</p>	

	<p>A ticket culture is prevailing enabling part trained apprentices to leave the apprentice chasing higher salaries.</p> <p>This low success rate will be raising concerns in with the apprenticeship authorities.</p>	
6.2	<p>Professional Committee</p> <p>Mike Sankus (MS) updated the trustees as to the activity of the PC committee.</p> <p>Mike outlined the need to start looking at future work group or project activity to be taken on by PC</p> <p>Alastair Durkin (AD) raised the issue of incorrect information being contained within RC reports and that he was in dialog with the lead assessor Martin Dobson. It was agreed that the matter would be a future item for PC to take forward.</p>	<p>MS</p> <p>MS</p>
6.3	<p>Media & Communications Committee</p> <p>Jenny Long (JL) updated the committee as the activity arising at the meeting held on the 9th June.</p> <p>Social media activity continues to grow and develop. Promotion of public facing guidance and greater public engagement remain the focus for M&C.</p>	
Item 7	For Discussion and Decision – 2021 Recovery Plan	
7.1	<p>2021 Recovery planning</p> <p>The CEO providing an overview of the proposed day.</p> <p>It was unanimously agreed that the event be arranged to include both physical attendance (if government restrictions allowed) and virtual attendance. CEO to facilitate.</p> <p>A hotel near the AA HQ to be used as a base.</p> <p>Sunday arrival with a Monday event. Staff to be asked to participate.</p>	SW

Item 8	Confidential Items	
8.1	It was agreed that the whole agenda and resultant actions should remain confidential until circumstances allowed otherwise.	SW
Item 9	Date of Next Meeting(s)	
	Recovery Day – date and venue to be agreed. Post AGM trustees meeting - Monday 9 th September 2020 – 7pm	SW

Distribution: All Trustees, CEO and Finance Manager