

**Minutes of the Trustees Meeting on Monday
9th September 2019 from 19.15
Held at: University of Exeter, Exeter, EX4 4PY**



Present: Mike Sankus (MS) Jenny Long (JL)
Michelle Ryan (MR) Keith Sacre (KS)
Navin Sehmi (NS) Laurence Vine Chatterton (LCV) (Treasurer)

Apologies: Jaime Bray (JB) (Chair), Ian Murat (IM), Alastair Durkin (AD)

Staff: Stewart Wardrop (SW) (CEO)
Jess Palfreyman (Minutes)

Item	Agenda Item	Action
1.	Welcome to new/re-appointed Trustees appointed at preceding AGM- Ian Murat, Mike Sankus, Keith Sacre, Alan Simson	
2.	Apologies for absence As listed above	
3.	Minutes of the Board Meeting held on 14th July 2019 To be reviewed and approved at next meeting on 15 th November.	
4.	Election of Co-opted Trustees a) Treasurer – by unanimous vote LV-C was re-appointed as Treasurer for the period Sept 2019- Sept 2020. Proposed by KS, Seconded by JL b) Vacant slot – to be discussed at November meeting.	
5.	Appointment of Chair and Vice Chair a) Chair – Agreed JB to continue as Chair. b) Vice-Chair – in absence of IM this to be carried forward for discussion at next meeting.	
6.	Appointment of Trustee Committee Representatives a) Education and Training – KS willing to attend but question raised as to whether Will Rolph who currently sits on this committee could be co-opted as a trustee and could then fill this role. To be carried forward to next meeting. b) Media and Communications – JL c) Professional Committee - MS	
7.	Determination of new Committee members All agreed as submitted.	
8.	The Election of Committee Chairs All committees to elect their Chairs at their next meeting. Action: HQ to circulate meeting schedule to trustees and committee members.	HQ/SW

Item	Agenda Item	Action
9.	Determination of items to remain confidential – N/A	
10.	<p>AOB</p> <p>Misunderstanding over H Girling’s past request for a Lifetime Contribution Medal – one off or a perpetual award? To be carried forward to the next meeting.</p> <p>Two Rope Working – discussion regarding concerns over consistency of message from HQ staff.</p> <p>Action- NS, MS and S Richmond to review message (via email), review with HSE and re-release.</p>	
11.	Date of Next Meeting – Thursday 28 th November 2019 at the Malthouse, Stonehouse, GL10 3DL.	

Distribution: All Trustees, CEO and Finance Manager.