



Minutes of the Trustees Meeting

Thursday 5th May 2016 from 10.30am

**To be held at the Institute of Materials, Minerals and Mining (IoM3), Boardroom 1,
297 Euston Road, London NW1 3AQ**

Present : Jago Keen (JK) Chair
 Keith Sacre (KS) Vice Chair
 Laurence Vine-Chatterton (LVC) Treasurer
 Jaime Bray (JB)
 Jonathan Cocking (JC)

Peter Wharton (PW)
 Alastair Durkin (AD)
 Alan Parker (AP) (from 2pm)
 Jim Quaife (JQ)
 Mike Sankus (MS)

Staff: Karen Martin (KM) Chief Executive Officer

Apologies: Jon Heuch (JH), Simon Holmes (SH), Lisa Sanderson (LS), Robin Jackson (RJ),
 Ged Collins (GC)

Minutes: Sharon Osborne

Item		
1.	Apologies for absence As above	
2.	Signing of attendance sheet and declarations of interest Signed by all relevant parties. No conflict of interest identified.	
3.	Minutes of Board Meeting held on the 18th Feb 2016 a. Approved as a correct record. JK confirmed Jim's comments on the minutes have been actioned Minutes approved b. To check status of action points MS actions to be carried forward (fellowship application) KS actions to be carried forward (various) LVC action re VAT in relation to the Malthouse to be carried forward c. Matters arising not on the current agenda None.	MS KS LVC

5.	<p>Bio-Security – proposal re position statement for the AA</p> <ul style="list-style-type: none"> • KS Referred to briefing note and the series of questions that need to be decided upon by the board • Would like us to take the lead in putting something in the public domain • Would like to see an accreditation scheme by the AA <p>All agreed that we should produce a position statement, that we should take the lead and that we should move to an accreditation scheme.</p> <ul style="list-style-type: none"> • Impartiality and encouragement should be seen in the statement to ease its adoption by the majority • Concerns over content expressed <p>It was agreed that we launch the statement at the ArbShow on the June 3rd and potentially launch accreditation scheme at conference</p> <p>Decision taken to form a small task force consisting of: MS, JC, Jim Hillier (potentially, Simon Cox to approach), Simon Cox (task force lead). KS would act as adviser to the group</p> <ul style="list-style-type: none"> • Group will determine content but they are advised that it should be no more than one side of A4. • Timescale – skeleton draft already done by KS, second draft (virtually a final draft) by group to be completed by Friday 13th May • Launch at Arbshow together with overt biosecurity measures at the gate • Future stage is to develop a bolt on module to approved contractors to get a biosecurity unit – It will also be available as an individual unit. <p>Task Force to progress without delay</p>	MS, JC,KS
7.	<p>Membership</p> <p>a. Current figures shared</p> <ul style="list-style-type: none"> • In simple terms 80% renewed varying per grade category • Renewals will increase a little but not much. • Putting in new system and keeping things on tracks did not enable the usual amount of time to be spent on membership engagement in 2016 	
8.	<p>The Logo - to agree in principle to the wider use of the logo across all membership categories.</p> <ul style="list-style-type: none"> • The question of whether we enable the wider use of the logo was discussed at length • Ideas were discussed and a decision made: 	

	<p>All agreed in principle to evaluate the wider use of the logo in the following phases:</p> <p>A) elicit views of membership B) strategy for wider profile in media and other communications C) use by members</p>	<p>KM CEO CEO</p>
<p>9.</p>	<p>Simplicity verbal update and Web</p> <ul style="list-style-type: none"> • KM gave update of completed items and updated the Board on the phased roll out of remaining items. • Phasing enables thorough testing and placement between May 23rd and August 15th when the next phase commences • Examples of minor glitches and fixes were shared so we could understand what types of event are being encountered. 	
<p>10.</p>	<p>CEO Report of activities from February 2016 to present for information and questions (KM)</p> <ul style="list-style-type: none"> • The CEO report had been circulated prior to the meeting for all to read and table questions. • JK provided a summary of the procedure being followed to replace the CEO although despite early action it is anticipated that there will be a gap in CEO cover. As the process progresses so the board will be updated. • In essence the procedure agreed is: <ul style="list-style-type: none"> i. Recruitment companies approached for their proposals ii. One of them, Thewlis Graham, had agreed to charge their minimum fee and as they had been used to recruit the current CEO they already had knowledge of the AA and its culture and challenges enabling them better find the right fit candidate iii. Thewlis Graham have therefore been selected, instructed and timescales agreed with the aim of getting someone suitable in place as soon as possible. iv. Interview process decided by Thewlis Graham with JK and KS for first interviews and then members of BRG for 2nd interview. • Appointment to be made by BRG team and notified to board. • KM advised that an RC that had resigned recently had asked for their details to remain confidential but KM could give a basic overview of reasons • Board advised that Jonathan Fulcher is the interim lead assessor for the RC scheme and it is hoped he will continue. • The issue of the benefits of being a Registered Consultants was raised and it was confirmed that CWG are investigating as one of their tasks. JC will draw up a list of benefits from his perspective • Branches – a lot more being done with branches which is going down very well – representation from all branches at the Branching out meeting 	<p>CWG JC</p>

	<ul style="list-style-type: none"> The conference trees at Warwick have now been replaced following a misunderstanding that led to their removal. KM Journal update – Editor/ Taylor and Francis reporting mechanism now enhanced so we can ascertain if and where hold ups in production occur. Content flow remains of concern. Agreed it would be a vital task for the incoming CEO to review the Journal product line and take appropriate action to deliver this vital membership benefit. 	CEO
11.	<p>The Tree Advice Trust – to vote on the transfer of assets from the Trust to the AA</p> <ul style="list-style-type: none"> TAT board has approved that we go ahead. All assets will come over to the AA. AA to put note on website as to who they were and what their role was etc. Arb notes could be updated and re-issued as a member benefit and new notes developed Action M&C 	KM
12.	<p>Succession planning – how should we retain skills and experience as well as knowledge transfer?</p> <p>a. The Chair</p> <ul style="list-style-type: none"> No names put forward so far for Vice-chair and it was tabled that it may be prudent to have 2 vice-chairs given the changes to governance. Various qualities required of chairmanship/vice-chairmanship as well as sharing of workload. Essential this subject is raised at the next meeting. <p>b. The CEO</p> <ul style="list-style-type: none"> Summary report given in item 10 above 	JK
13.	<p>Committee Reports</p> <ul style="list-style-type: none"> Those received were circulated before meeting for all to read. M&C are to write to Local Planning Association highlighting importance of professionals within LA. Questionnaire from Southeast tree officer event was very useful to feed back to local planning authorities. Suggested the same questionnaire is completed by other branches. MS to discuss with Simon Cox 	AD MS
14.	<p>Task Forces verbal update re those in place</p> <ul style="list-style-type: none"> A central register of task forces is needed to ensure consistent reporting and monitoring at board level. 	CEO

15.	<p>External Liaison – update post February 2016</p> <ul style="list-style-type: none"> • JC reported on EAC activity <ul style="list-style-type: none"> i) They are meeting next month ii) Discussions with ISA re accreditations for European certification iii) Exploring idea of European tree company (akin to AAAC) – more momentum now than when put to them 3 years ago • KM was attending the National Land Based Centre launch next week • KM had written to TDAG to confirm AA support for their next best practice document • KM was spending a day with Somerset CC tree officers next week • JK had been to Floralien – Belgium Flower Show – but little of value to report back • JK had also had a meeting with George Eustice via the All Party Parliament Group to raise arboricultural issues 	
16.	<p>Risk Register</p> <ul style="list-style-type: none"> • Resource changes of Chairman and CEO – disruptive but a plan is in place • No other unusual risks at this point in time 	
17.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Concerns were expressed by some board members that the recent ‘BS5837 advanced’ training days contained a different content to what was billed. Whilst the content may have been interesting it was not what it was described as. • Although there were no negative feedback comments it was considered essential that in future we need to make sure that it is clear what the course content is. • Concerns were expressed that feedback gained from the course may be used by others for their own advantage but KM assured the board that feedback is the property of the AA. • KM has investigated cyber-crime insurance and will ensure incoming CEO has information to pursue. • Charles Mynors is leaving Chambers to take up a new position and has offered us his case files in relation to trees. 	
19.	<p>Date of next meeting 28th July 2016 10.30am at the Institute of Materials, Minerals and Mining (IoM3), Boardroom 1, 297 Euston Road, London NW1 3AQ</p>	