

## TRUSTEE BOARD MEETING MINUTES

Tuesday, August 22<sup>nd</sup>, 2023  
Via Zoom, 18:00



In attendance: Michelle Ryan (MR, Chair), Paul Barton (PB, Vice Chair), Keith Sacre (KS), Liz Nicholls (LN), Sarah Armstrong (SA), Rob Murison (RM), Neil Davies (ND), Steve Westmore (SW).

Guest: Scott Lawrence (SL, Hazlewoods), Ashley Phipps (Hazlewoods, AP).

Staff: John Parker (JP), Hanif Bhula (HB).

Apologies: Andrew Longland (AL, Treasurer), Alan Simson (AS), Stella Bolam (SB).

No.	Agenda item	Actions
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<b>1</b>	<b>Opening</b>	
1.1	Introductions and welcome Attendees recorded for minutes as above.	
1.2	Apologies for absence Apologies were received by AL.	
1.3	Conflicts of interest No conflicts of interest were declared.	

<b>2</b>	<b>Presentation of the audit</b>	
2.1	SL presented the audit of the 2022 accounts Key items from audit report were presented. <ul style="list-style-type: none"><li>In 2022 the Association started recovering to pre-pandemic levels. This was due to activities across the board, including conference.</li><li>Publication figures were down, which was expected after the initial boost from the fungi books and Technical Guides.</li></ul>	

	<ul style="list-style-type: none"> <li>• Membership expenditure increased disproportionately to subscription growth because of an increase in staffing resource in that area.</li> <li>• No concerns for Trustees were raised.</li> <li>• Nothing adverse relating to the AATL accounts either, and the auditor is very happy with the disclosures.</li> <li>• Outstanding items in Section 9 of Audit Report to be dealt with.</li> <li>• SL apologised for Hazlewoods being a few months behind where we should be.</li> </ul>	
2.2	<p>Questions relating to the audit</p> <ul style="list-style-type: none"> <li>• PB. Is recording staff time against activities the best way to do it? Does that require timesheets etc. or is it roles based? SL: This is a very standard way of recording it. JP: We don't ask the team to complete timesheets, the activity assessment is role based and broadly the same across the year.</li> </ul>	
2.3	<p>Approval of 2022 figures</p> <p>MR proposed, RB seconded. All in favour.</p> <p><b>Action: JP and HB to arrange for final accounts to be submitted.</b></p>	JP1

<b>3</b>	<b>Gift Aid of the profits of AATL to the Association</b>	
3.1	<ul style="list-style-type: none"> <li>• 2022 AATL results: The charitable donation of £69,706 to the Association to be considered and approved as a Gift Aid donation. Payment of the donation to be made by September 30<sup>th</sup>, 2023.</li> <li>• 2023 AATL results: With respect to the forthcoming year ending December 31<sup>st</sup>, 2023, it is decided that all profits that would otherwise be taxable, were it not for the Gift Aid distribution, of AATL arising from that year are distributed to the Association as a qualifying charitable Gift Aid donation such that there is no corporation tax liability, with payment made to the Association following completion of the audit of the 2023 financial statements and prior to 9 months post year end.</li> </ul> <p>PB proposed, ND seconded. All in favour.</p> <p><b>Action: JP and HB to make the necessary arrangements for paying the donation within the required timescales.</b></p>	JP2

<b>4</b>	<b>Any other business</b>	
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7.1	<p>MR informed the Board that there had been no applications for the role of Trustee. It was agreed to re-run the advert in different places for 4-6 weeks and see whether we could generate some increased interest.</p> <p>It was decided to appoint an interim Treasurer from amongst the Board to take the role until the next Board meeting on October 1<sup>st</sup>. It was noted that training was available should that be required.</p> <p>RM volunteered to take on this role. SW proposed, SA seconded, all in favour.</p> <p><b>Action: JP to ensure the role of Treasurer is advertised again.</b></p> <p>JP reminded the Board that the Trustee elections close at 23:45 today.</p>	JP3
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9	<b>Date of the next meeting</b>	
9.1	<p>The next Board meeting will be held on October 1<sup>st</sup> and 2<sup>nd</sup>, and will be in-person at the Malthouse.</p> <p><b>Action: JP to send out invite to Board for the next meeting.</b></p>	JP4

Meeting concluded at 19:05  
Minutes to be circulated to all Trustees.