



Minutes of the Trustees Meeting – Tuesday 30th March 2021

Held via Zoom at 6.00pm.

Trustees Present:

Michelle Ryan (Chair), Navin Sehmi (Vice Chair); Laurence Vine Chatterton (LCV) (Treasurer), Paul Barton (PB), Jaime Bray (JB), Alastair Durkin (AD), Jenny Long (JL), Keith Sacre (KS), Mike Sankus (MS), Alan Simson (AS).

By invitation: Andrew Longland (AL) (Treasurer – Designate)

Apologies: Ian Murat (IM)

Staff: Stewart Wardrop (SW) (CEO); Hanif Bhula (HB) (Finance Manager)

Item	Agenda Item	Action
1.1	There were no conflicts of interest declared.	
1.2	Apologies - As listed above.	
1.3	Andrew Longland Honorary Treasurer Designate was welcomed by the Chair and introduced to the Trustees. Andrew gave a brief career resume, outlining his prior experience, along with explaining his previous and current charitable activities. A handover with LVC and the HQ team will take place over coming months. At a suitable future time, LVC will step down and Andrew will need to be co-opted to the board of Trustees.	
1.2	Apologies for absence Ian Murat	
2.	2.1. Minutes of the Trustee Meeting held on the 11th February 2021 1.2 Apologies for absence to be corrected - to read Ian Murat, Keith Sacre and Alan Simson. Trustees unanimously approved the minutes of the 11th February 2021.	CEO

3.	<p>Finance 2021</p> <p>3.1 Updated Management Accounts 2020 – Pre-Audit.</p> <p>The CEO updated trustees as to the draft accounts for 2020 which had improved markedly to indicate a loss of some £83k and improvement of over £10k. It will be this set of management accounts used as part of the annual audit activity which started on the 29th March 2021.</p> <p>The updated 2020 management accounts represented another improvement on the originally forecast loss of around £120k in April/May 2020 and the £93k loss forecast at the end of 2020 and again in February 2021.</p> <p>LVC commented regarding the need for the £3k contingency cost – HB and SW responded that during the audit something may arise, and this contingency represents a small provision for this.</p> <p>The CEO then presented a revised base case budget for 2021 because of the improved 2020 management accounts. This will be the base case budget used for 2021 and indicates a reduced loss of £15k (down from £37.5k loss in the February forecast).</p> <p>An “optimistic” alternative forecast was also presented, this indicated that, providing we did not experience any further impact from CV19, and the current rate of progress was maintained, we could end up with a small surplus of around £15k for 2021.</p> <p>The main areas of improvement were Membership, Schemes, and training income/expenses; this forecast did not assume any conference income growth. CV19 allowing, this could further improve the 2021 result.</p> <p>3.2 Balance Sheet</p> <p>The balance sheet had also been updated showing the end repayment date of the 8th July 2021 for the HQ mortgage and a date of 28th July 2021 for the start of repayments for the unsecured Business Interruption loan (BIL).</p> <p>In answer to a trustee questions HB confirmed that we are unable to delay the initial BIL repayment by a further 6 months.</p> <p>Cash as of 30th March 2020 was £409,721. HB explained that this did not include the BIL (£200k). HB is currently updating the cashflow forecast for 2021, hopefully we will not have to use our BIL reserve at the cash low point of Oct/Nov 2021.</p> <p>LVC commented that we would have ended 2020 with over £100k of cash, a good result given the pressures faced.</p>	
----	--	--

4.	<p>4.1. CEO Operational Update – comments and responses were –</p> <p>Staff Handbook – link to be sent to Trustees.</p> <p>Membership numbers – the latest numbers were presented to trustees, the investment in rolling renewals (some 2 years ago) is really paying off, along with our digital/social media activity we are now less than 100 members away from our 2020 total. We are 300 members ahead of where we were at the same time last year.</p> <p>Furlough – the CEO advised that as activity levels continued improving, we may have to exit the furlough scheme (currently Friday PMs for full time staff only).</p> <p>Staff – CEO explained the AC scheme workload and the need to reduce the load, hence the move to using Sarah Bryce, she could assist immediately given her knowledge of the AA and the scheme. Jim Mullholland moved to 4 days/week as of 1st March not 1st April as the training load has increased – the change is more than self-funding. Apprentice – given we had two more admin staff last year to cope with activities we need to add additional resource; CEO is in discussion with Gloucester college.</p> <p>Publications – eBooks. Discussion took place regarding G&T sponsorship of the eBook Technical guides and could G&T gain a contractual advantage from it. A demonstration of the new portal and the advertising opportunities arising from it is to be arranged for Trustees ahead of the launch. The CEO to ensure the contract with G&T is suitably protective and/or restrictive.</p> <p>Publications – Other. A question was asked about the margins relating to the Fungi books. CEO advised that reprints will shortly be required for both Fungi books and several of the TG’s. Promotion activities, including overseas (ISA, EAC and others), will continue through the spring and summer months. TG3 – still on schedule for Autumn publication.</p> <p>RC scheme – overseas interest; need to monitor any activity regarding this carefully; trustees to be informed as and when any developments arise.</p> <p>NTSG – Guidance review. A discussion took place regarding the proposed guidance review consultation. A full explanation of which can be found on P26 of Spring Arb Mag. Clarification – it will go out to public consultation not just industry.</p> <p>Journal – CEO suggested that the Journal would be an item for full discussion and debate at the forthcoming July Strategy meeting.</p>	CEO CEO CEO
----	---	---

<p>5.</p>	<p>5.1 CEO Recruitment</p> <p>The Chair updated Trustees as to progress – the plan is to appoint a replacement CEO during w/c 31st May. A link was shared to the candidate pack which was planned to be launched 31st March 2021.</p> <p>5.2 Staffing Plans - 2021</p> <p>The CEO shared updated indicative staffing plans – current situation; the situation as of June/July and then two further options which could be achieved by October 2021.</p> <p>Discussion took place regarding the recruitment timing and process for the Business Manager role, delayed from 2020. It was agreed that a decision regarding recruitment for this role would be made following appointment of the new CEO at the end of May. The 2019 Business Manager job description to be circulated to Trustees ahead of the May Trustee meeting.</p>	<p>Trustees. CEO</p>
	<p>Approved Contractor Prosecution</p> <p>CEO advised that investigations continue with the legal advice received Friday 26th March being sent to our insurers for comment.</p> <p>It was agreed that the CEO will circulate an updated summary document after Easter and arrange for a zoom meeting with Steven Murray (Partner – Head of dispute resolution) at Rickerby's our lawyers in the following week. Once dates/times are received from Steven they will be circulated to Trustees.</p>	<p>CEO CEO</p>
	<p>Confidential items</p> <p>4.1 and 5.2. and Approved Contractor Prosecution were deemed confidential.</p> <p>The meeting closed at 7.49pm.</p>	

Distribution: All Trustees, CEO and Finance Manager