

## TRUSTEE BOARD MEETING MINUTES

Thursday September 2<sup>nd</sup>, 2021  
Online, via Zoom at 20:00.



In attendance: Michelle Ryan (MR, Chair), Navin Sehmi (NS, Vice Chair), Andrew Longland (AL, Treasurer), Mike Sankus (MS), Alan Simson (AS), Paul Barton (PB), Keith Sacre (KS).

Apologies: Alastair Durkin (AD) and Steve Westmore (SW).

Absent: Ian Murat (IM).

Staff: John Parker (JP).

| No. | Agenda item | Actions |
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| <b>1</b> | <b>Opening</b>  |  |
| 1.1      | <b>Welcome and signing attendance.</b><br><br>Attendees recorded for minutes as above.  |  |
| 1.2      | <b>Apologies for absence</b><br><br>Retrospective apologies were accepted from AD and SW, who had not known they were invited to the meeting until the AGM when they were elected to the Board.<br><br>IM had informed JP via email that he could not attend. Trustees acknowledged this as an absence rather than apologies. |  |
| 1.3      | <b>Conflicts of interest</b><br><br>No conflicts of interest were declared  |  |


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| <b>2</b> | <b>Election of Co-opted Trustee</b>  |  |
| 2.1      | AL was elected to become a Co-opted Trustee. KS proposed, NS seconded, all voted in agreement. |  |

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|  | AL was elected to become Treasurer. NS proposed, PB seconded, all voted in agreement. |  |
|  | AL will serve as Treasurer until the 2022 AGM.  |  |

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| <b>3</b> | <b>Appointment/election of Trustee roles</b>  |  |
| 3.1      | <b>Chair</b><br>It was noted that MR's tenure as Chair will continue until AGM 2022.  |  |
| 3.2      | <b>Vice Chair</b><br>No other Trustees put themselves forward for the role and NS was re-elected. MR proposed, KS seconded, all voted in agreement.   |  |
| 3.3      | <b>Education &amp; Training Committee</b><br>The current Trustee representative on this Committee is IM. In his absence it was agreed to postpone this decision until the November Board meeting.   |  |
| 3.4      | <b>Media &amp; Communications Committee</b><br>The previous Trustee representative on this group was Jenny Long, who is no longer a Trustee. AS volunteered to take on this role, all agreed.   |  |
| 3.5      | <b>Professional Committee</b><br>MS volunteered to continue as the Trustee representative on this Committee, all agreed.  |  |
| 3.6      | <b>Additional</b><br>The Trustees recognised the commitment and contributions of three members of the Board who are no longer Trustees – Jaime Bray, Jenny Long and Lawrence Vine-Chatterton. All three did a lot of work for the Association, which was very much appreciated over the years.<br><br>MR also congratulated Steve Westmore and Alastair Durkin for their election, announced at the AGM prior to the Board meeting. |  |

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| <b>4</b> | <b>CEO update</b>               |  |
| 4.1      | <b>Brief operational update</b> |  |

JP provided an operational update during the AGM immediately before the Board meeting, and invited further questions from Trustees.

- Conference 2021 will be held online on September 6<sup>th</sup> and 7<sup>th</sup>. Ticket sales looking relatively good and we are hoping to achieve an income of around £30,000 in total.
- Immediately after Conference we will be working on promoting our next big online event, the World Fungi Day Seminar with Lynne Boddy on October 2<sup>nd</sup>.
- New team members are settling in well and morale at the Malthouse seems good. The expansion upstairs onto the next floor has been very beneficial.
- Progress on the Schemes is particularly encouraging, with new Business Development Manager Fran Susanne quickly getting to grips with the challenge. MR and NS confirmed that they were impressed with Fran in their meetings with her so far.
- The staff survey 2021 has been completed and the results are interesting and broadly positive. A full report will be provided once Conference is over.
-  [Personal information – redacted]
- KS asked if JP would be providing CEO updates in a similar format to those provided by the previous CEO. JP confirmed that this would happen.
- AL asked where we are with the new Strategy. JP explained that there are still some small sections to be written but that a designed draft would be shared with Trustees very soon for approval. Adoption can hopefully be agreed via email so that a printed version can be sent out to all members along with the next edition of ARB magazine.

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| <b>5</b> | <b>Any other business</b>   |     |
| 5.1      | Trustees proposed that the next Board meeting take place in Stonehouse so that the Trustees could see the team again. This may take the form of a follow-up to Strategy Day.<br><br><b>JP to propose a plan to Trustees for the next meeting.</b> | 1JP |
| 5.2      | The minutes of the July Board meeting will be approved and signed off at the November Board meeting.  |     |

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| <b>6</b> | <b>Date of the next meeting</b>   |                       |
| 6.1      | <p><b>Date of the next meeting</b></p> <p>The next meeting is scheduled for around November 25<sup>th</sup>. As per the above, this may take the form of a two day meeting.</p> <p><b>JP to create a Doodle poll to determine the best combination of dates.</b></p> <p><b>JP to send out invites and Board papers.</b></p> | <p>2JP</p> <p>3JP</p> |

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| <b>7</b> | <b>Confidential items</b>   |  |
| 7.1      | <p>JP proposed that this item on the agenda should no longer be used to retrospectively determine which other items on the agenda were to be classified as confidential and redacted in the minutes. Confidential items should be listed as such during the meeting. This very final part of the meeting should instead be used as an opportunity for the Trustees to discuss anything they would like to discuss without the CEO being present. Trustees supported this proposal.</p> <p>JP left the meeting for any confidential items to be discussed.</p> |  |

Meeting concluded at 21:20.

Minutes to be circulated to all Trustees, Finance Manager and CEO.