

TRUSTEE BOARD MEETING MINUTES

Monday November 22nd, 2021
The Bear of Rodborough, at 1400



In attendance: Michelle Ryan (MR, Chair), Navin Sehmi (NS, Vice Chair), Andrew Longland (AL, Treasurer), Mike Sankus (MS), Paul Barton (PB), Keith Sacre (KS), Alastair Durkin (AD), Steve Westmore (SW, via Zoom).

Apologies: Alan Simson (AS),

Staff: John Parker (JP).

No.	Agenda item	Actions
1	Opening	
1.1	Welcome and signing attendance. Attendees recorded for minutes as above.	
1.2	Apologies for absence Apologies were accepted from AS.	
1.3	Conflicts of interest No conflicts of interest were declared	
1.4	Trustee resignation MR confirmed that IM has resigned as a Board member with immediate effect. All Trustees were reminded that attendance at Board meetings are mandatory, in accordance with the Articles of Association.	
1.5	Declarations of interest and eligibility All Trustees present signed the Charity Commission Declaration of Eligibility to be a Trustee.	

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4	CEO Operational Report	
4.1	<p>Brief operational update</p> <p>JP provided an operational update to the Board and invited questions/discussion. Some of the key items were:</p> <ul style="list-style-type: none"> • We are expecting hard copies of the Strategic Plan 2022-24 to arrive this week. After the launch in National Tree Week we will be posting them, with a covering letter, to key stakeholders in arboriculture, politics and beyond. • The Operational Action Plan is coming along well and will be discussed at the Trustee and Staff Team Day on November 23rd. • We are still inside the training bottleneck which has been discussed previously but this is coming to an end, and we are on track to have several new trainers onboard in early 2022. • We are in discussions with APF about the possibility of working together to deliver ARB Show in 2022. The Board was supportive of this on three conditions: 1) that we establish the extent of the involvement of the ICF in APF; 2) that we seek to recoup the surplus we would ordinarily make from ARB Show; and 3) that we use the vacant place in the events calendar to host a public-facing event, ideally at Westonbirt, in Spring 2022. 	

5	Updates from Committees	
5.1	<p>Committee minutes from Professional Committee and Education & Training Committee were taken as read.</p> <p>Media & Communications Committee did not have a meeting to report on.</p> <p>There were no questions from the Board regarding Committees.</p>	

6	Items for discussion	
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6.1	<p>ISA Memorandum of Understanding</p> <p>The value of continued ties with the ISA was discussed. The existing MoU should be reviewed annually and accepted by the Board. MR proposed that the Association should continue with the ISA MoU until the expiry date, and then review at a Board meeting before that. AL seconded, all agreed.</p>	
6.2	<p>TRAQ</p> <p>JP proposed the following as a way forward for TRAQ training:</p> <ul style="list-style-type: none"> • Continue offering TRAQ in person, drop TRAQ Renewal in person but continue TRAQ Renewal Online (which helps meet our obligation to the ISA). • Increase our rates for both courses to ensure we cover costs. • Look to run a TRAQ course early next year for the 12 on the waiting list and additional from Greenwich. <p>Deadlines for delivering TRAQ courses, particularly renewals, have now been extended by the ISA so there is less pressure on this than there was previously. We are also to an extent reliant on Guy Watson for delivery, which is beyond our control.</p>	
6.3	<p>Complaints Procedure</p> <p>JP to circulate V4 and link to Board. Action: JP</p>	JP6
6.4	<p>Whistleblowing Policy</p> <p>JP to circulate. Action: JP</p>	JP7
6.5	<p>Board meetings 2022</p> <p>The proposal is for there to be 4x Board meetings in 2022: 2 in person, 2 online. Monday/Tuesday works well for most. JP to set dates – in person, in January, in Gloucestershire (first one).</p>	JP8

6.6	<p>Committee structure</p> <p>Trustees discussed the need to review the existing Committee structure. JP reported that after discussions with existing members of Professional Committee and Education & Training Committee, the overall feeling seemed to be that there was certainly a desire on the part of the members to be involved in Committees and/or working groups for the Association, but that there was scope to review remits etc. It was agreed that the Committees should be there to assist and add value to the work of the Association. KS proposed that the London Tree Officers Association model of working groups assembled for specific issues, and then disbanding, was a good one. MS and AD suggested that the scope of Committees would be determined by the Scheme of Delegation.</p> <p>It was requested that a draft Committee structure be put together for discussion at the next Board meeting. Action: JP</p>	JP9
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7	Items for information	
7.1	JP noted that membership rates have been increased by 2.5% across the board, with the exception of Fellows.	

8	Any other business	
8.1	No additional items were raised	

9	Date of the next meeting	
9.1	<p>It was agreed that the next meeting would be held in January/February 2022, in person, in Gloucestershire.</p> <p>Action: JP to send out a Doodle poll and send invites for the preferred time/date.</p>	JP10

Meeting concluded at 17:20

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