



Minutes of the Trustees Meeting

Thursday 14 February 2019 from 11:00 am
held at TCPA

Present: Jaime Bray (JB) (Chair) Michelle Ryan (MR)
Jenny Long (JL) Simon Holmes (SH);
Mike Sankus (MS) Navin Sehmi (NS);
Alastair Durkin (AD); Keith Sacre (KS)

Apologies: Laurence Vine-Chatterton (LVC) (Treasurer) Ian Murat (IM) (Vice Chair)

Minutes: Emma Hall (Training Coordinator)

Staff: Stewart Wardrop (CEO)

Item	Agenda Item	Action
1.1	Signing of attendance sheet and declarations of interest The attendance record was completed by all present. No conflicts of interest were identified.	
1.2	Apologies for absence As listed above.	
1.3	Register of Interest Forms Forms have been received from all trustees and senior staff	
2	Minutes of the Board Meeting held on the 15th November 2018 Unanimously approved as circulated.	
2.1	Actions from previous minutes <ul style="list-style-type: none"> • CEO confirmed the draft Branch manual will be circulated to all branches, for comment, ahead of the Branching out event (1st April) • Guidance regarding “Branch Raffles and licencing rules” shared with Trustees and all agree compliance is met; this will be shared with branches ahead of branching out event. • Committee chairs remit. CEO made Board aware that Paul Jenks had stepped down from all committee roles with immediate effect. • JL advised that she was willing to take on the MEDIA AND COMMUNICATIONS COMMITTEE Chair position. The Board thanked JL. • JL stated Kirsty from HI-Line is willing to be co-opted onto the committee. Marketing Manager to “round robin” the M&C committee for confirmation. • MS to complete a draft proposal for committee organisation/guidance for the April Board meeting. This will ensure the guidance can be released before the AGM in September. 	<p>CEO</p> <p>CEO</p> <p>Steve Hodsman</p> <p>Mike Sankus</p>



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	<ul style="list-style-type: none"> The adoption of an Incident log will be covered in the general procedural review being done during 2019. Vice president actions are ongoing. MOU- New Zealand, CEO confirmed he has had a response from insurers. Board agreed all MOU's should be considered by our insurers. 	CEO
2.2	<p>Matters arising from the minutes but not in agenda</p> <ul style="list-style-type: none"> JL requested the journal review be removed as an action for MEDIA AND COMMUNICATIONS. It was suggested this be moved to the EDUCATION AND TRAINING remit. CEO stated Taylor and Francis are willing to come and talk to Board about how to improve the journal. All agreed to have this scheduled to take place at November Board meeting. CEO to invite Taylor & Francis. <p>KS to conduct some research into how to make the journal more successful and report back to trustees when he has completed this work.</p>	CEO Keith Sacre

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3	<p>CEO Operational Update</p> <p>CEO gave an update based on his operational report; various questions, from the trustees, were answered.</p>	
3.1	<p>Political Activity</p> <p>CEO gave overview of 2018 and current activity.</p> <p>JB requested that we make contact with the all devolved Governments (Scotland/Wales and NI) plus EIRE.</p> <p>CEO gave an overview of the financial costs associated with the APPGHG, OHRG and political activity.</p>	
3.2	<p>Logo's</p> <p>CEO confirmed there are now procedures in place. Trustees requested that a date is set for logos to be used; date agreed as being end of June. Scheme manager to check and ensure compliance.</p>	Paul Smith
3.3	<p>2019 Business Plan</p> <p>CEO confirmed some changes to the 2018 plan based on 2018 and 2019 activity.</p> <ul style="list-style-type: none"> Trustees raised Tree Officers Conference and Association attendance at the event. CEO confirmed the ICF have been offered spaces at Arb Show and Conference and it is hoped they would reciprocate. Trustees suggested that this be in the form of an open letter to them stating our openness to collaborate. Registered Consultants QA process is now active; first invitees to be requested to send in reports. Clarification was requested on the amended figures in the updated reserves policy; the CEO confirmed that the reserves policy has been updated as 2018 results have been confirmed. 	CEO Simon Richmond



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3.4	<p>Risk Register Trustees have reviewed both documents. All agreed with the revisions below.</p> <ul style="list-style-type: none"> • Risk of the Association being replaced by another organisation. This was felt to be a be a medium risk not low as stated (other organisations may challenge the AA's historical areas of operation especially when opportunities for growth within their own traditional areas of operation are limited). • SH suggested the Professional Committee's oversight on this document be removed. 	<p>CEO</p> <p>CEO</p>
3.5	<p>Trustee and Staff Training A day is to be organised for staff and trustees covering both social media training/ media training and diversity/inclusion training. This is to be organised for early July.</p>	CEO
3.6	<p>Trustee Representative for Education and Training Committee MR confirmed her resignation from the Committee due to time constraints. JB and Board thanks MR for her contributions KS offered to replace MR as Board rep for the time. IM's offer was noted. EH to invite KS to next meeting and notify E&T Chair.</p>	Emma Hall
3.7	<p>Member Expulsion Redacted</p>	CEO
3.8	<p>Training update EH gave an overview of 2018 training activity; a copy of the presentation will be circulated with minutes. MS queried the exclusion of the South East branch. EH confirmed this is because they are opted out so no data can be pulled out of the system. The income from the South East and Ireland branches are included in the finance report. Board asked for information to be provided as to who is paying for the AA training courses, the employee or employer.</p>	<p>CEO</p> <p>Emma Hall</p>
3.9	<p>Conference update Moved to next meeting</p>	CEO
3.10	<p>HQ Personnel redacted</p>	
4	<p>2019 Budget and Capex</p>	
4.1	<p>CEO gave overview following confirmation of 2018 results.</p> <ul style="list-style-type: none"> • The board will be given notice when the budgeted contingency limit is exceeded. 	CEO



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4.1	<ul style="list-style-type: none"> • NS queried having a conversation with Forst about the free food given away at Arb Show. Board suggested they could do this an invite only VIP perk. Marketing manager to discuss with Forst. • NS queried the reviewing of the Technical Guides by AWG. EH confirmed the public consultation for TG1 was sent to all members. NS will be emailed directly when consultations for next 4 guides go live. TG1 has not be completed but TG2 will be open for consultation in w/c 25 Feb 2019. • MS queried Vet Cert income, outgoings and the value the Association gains from this. CEO to get an update for next meeting. • The trustees requested an update regarding the plans and preparations for the 2019 student conferences once they become available. • Board thanks CEO and team for hard work on completing budget. • Trustees unanimously supported the budget for 2019. <p>Marketing Plan 2019 Board support for the comprehensive and thorough plan that is in line with the strategic plan as submitted by Steve Hodsman. Board wishes to thank Steve for his hard work and commends him on his development with the role of Marketing Officer.</p> <p><i>SH left meeting at 3pm.</i></p>	<p>Steve Hodsman</p> <p>Simon Richmond</p> <p>Simon Richmond</p> <p>Steve Hodsman</p>
8	<p>Committee Reports</p> <p>8.1 Education & Training Michelle Ryan delivered an update to Trustees (minutes to be circulated shortly) MR detailed the request for short promotion videos on people careers for the website. EH asked to pass this on to AC's.</p> <p>The CEO is asked to confirm that the letter from Education and Training Committee to ABC awards has been sent (Jim Mullholland)</p> <p>8.2 Professional Committee Mike Sankus(MS) delivered an update to Trustees (minutes had previous been circulated). All AAC's have been chased on their use of the new logo. The CEO is asked to check that all RCs are using the correct logo.</p> <p>Approved Utility Contractor scheme – updated draft still to be circulated to PC for review; scheme manager to circulate when available.</p>	<p>Emma Hall</p> <p>CEO</p> <p>CEO</p> <p>Paul Smith</p>



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8.3	<p>Media & Communications</p> <p>JL confirmed the recent M&C meeting was moved to AA HQ due to low attendance. A new draft remit was circulated to trustees, the trustees were in general agreement that the M&C focus should be membership and public engagement. This will be discussed at next M&C meeting including greater branch involvement. MR requested the committee assists in the promotion of the RC scheme through wider public media. Board in agreement.</p>	Jenny Long

Item	Action/agreements required by the Board	Action
9.	<p>Journal – meeting with Taylor & Francis</p> <p>It was agreed that this item is not a current priority and will be reviewed in the Autumn 2019.</p>	CEO
10	<p>AOB</p> <ul style="list-style-type: none"> JL raised the lack of public understanding regarding the terms “tree surgeon” and “arborist”. Providing some clarity will be considered as part of the M&C output for 2019. JL also flagged up issues with freelance workers and recruitment issues (cannot find good staff); implications for our accreditation scheme to be discussed with the scheme manager. JL suggested sending HQ staff on some tree climbing activities. MS raised whether an MOU between the AA and for i-Tree existed. KS confirmed there was no need. EAC activities; an opportunity to reach out to the EU market with our training offer. KS confirmed this conversation is ongoing. 	Jenny Long Paul Smith CEO
	<p>Items to remain confidential</p> <p>Item 3.7- expulsion to be shared with no name used. Item 3.10- personnel update</p>	
11.	<p>Dates and venues of next meeting:</p> <p>Thursday 23rd May 2019 – TCPA – London ; 11.30am start.</p>	

Distribution:

All Trustees;CEO; Finance Manager