



## Minutes of the Trustees Meeting –

Thursday 22<sup>nd</sup> February 2018 from 11:30 am  
held at The Institute of Materials, Minerals and Mining (IoM<sup>3</sup>)  
297 Euston Road, London, NW1 3AD

Present: Robin Jackson (RJ) Simon Holmes (SH)  
Ged Collins (GMC) Ian Murat (IM)  
Alastair Durkin (AD) Mike Sankus (MS) (Acting Chair)  
Jonathan Cocking (JC) Laurence Vine-Chatterton (LVC) Treasurer

Apologies: Keith Sacre (KS) Chairman  
Jaime Bray (JB) Vice Chair  
Navin Sehmi (NS)

Minutes: Stewart Wardrop (CEO)  
Emma Hall

Item	Agenda Item	Action
1.1	<b>Signing of attendance sheet and declarations of interest</b> The attendance record was completed by all present. No conflicts of interest were identified.	
1.2	<b>Apologies for absence</b> As listed above.	
2.1	<p><b>Minutes of the AGM Board Meeting held on the 5<sup>th</sup> December 2017</b> In addition to electronic copies board agenda and minutes are now posted to trustees. MS asked that the minutes and agenda be sent as a searchable PDF.</p> <p>The minutes were approved as a true and accurate record, with the amendment of the following item to read as follows -</p> <p>a. The word 'of' to be added to the 4<sup>th</sup> action point on page 2 (the first action point of 4.3).</p> <p>b. Actions to be carried forward to next agenda</p> <ul style="list-style-type: none"> <li>• Co-opted member recruitment</li> <li>• Committee structure review</li> <li>• Complete the update of the code of ethics including use of logos</li> </ul> <p>c. <b>Matters arising not on current agenda-</b> ISA Engagement The CEO confirmed we have invited the ISA CEO and Director of Credentialing over for Arb Show in 2018. MS asked for the board to be provided at the next board meeting with a summary of 2017 activity with ISA along with a financial breakdown of income and expenditure.</p>	<p>CEO</p> <p>CEO IM MS</p> <p>CEO</p>



Item	Action/agreements required by the Board	Action
3. 3.1	<p><b>2017 update and 2018 business plan (CEO)</b>            CEO gave overview of 2017 business performance as presented to various branch AGM's.            CEO also distributed the 2018 business plan in support of the new strategy document.            All trustees are requested to submit any comments to CEO by end of March 2018.</p>	All
4 4.1	<p><b>Finance</b>  <b>Performance – 2017</b></p> <ul style="list-style-type: none"> <li>• LVC mentioned the improved profit margin on Arb Show in 2017 and highlighted that 2018 Conference's revenue and expenditure will be crucial to ensuring a successful 2018 result.</li> <li>• LVC made special mention to the hard work done by Hanif and Kate resulting in a faster submission of monthly figures and data.</li> <li>• LVC along with the CEO and Finance Manager are meeting Nat West business manager to discuss options reference the mortgage. A summary report will be provided to trustees at the next meeting.</li> <li>• Trustees will require a very clear plan and justification on how any potential equity released would be used should this route be taken in future.</li> </ul>	LVC
4.2	<p><b>Balance Sheet</b> – was presented and discussed.</p>	CEO
4.3	<p><b>Debtors &amp; Cash Position</b> – improved positions were noted.</p>	
4.4	<p>A breakdown of 2017 sponsorship and advertising income was provided.</p>	
4.5	<p>A financial breakdown of staff overheads was provided to the board; duly noted.            MS asked if we had considered car hire as an alternative to rental for staff cars; current cars are provided via lease contract arrangements and form part of individual terms and conditions of employment at present.</p>	
5	<p><b>Committee Reports</b></p>	
5.1	<p><b>Education &amp; Training</b>            Robin Jackson updated the committee as to the actions arising from the Education and training meeting held on the 13<sup>th</sup> February 2018. The primary points being –</p> <ul style="list-style-type: none"> <li>• Following a point made during the E&amp;T meeting, the board and association in general needed to be aware of the imbalance within the industry regarding women and diversity. EH confirmed the setup of a new Women in Arb working group in the early stages of set up.</li> <li>• New HSE Safety officer has been appointed with specific Arb responsibility; he may be able to assist us in providing improved accident statistics.</li> <li>• Three submissions for the Research Grant were received; one was rejected as being too far from Arboriculture, the grant was split 50/50 between the other two remaining proposals.</li> <li>• RJ advised that a new occupation map was forthcoming from government.</li> <li>• RJ advised that apprenticeships will be the only funded entry into Arboriculture in the future.</li> </ul>	



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5.2	<p>SH raised ABC's commitment to Level 4 and 6. RJ advised that we have confirmation that they were still committed at present.</p> <p><b>Professional Committee</b> SH updated the committee as to the actions of the meeting on Thursday 25<sup>th</sup> January 2018. The primary points being –</p> <ul style="list-style-type: none"> <li>• SH confirmed they still have one vacant seat and would like to fill this with someone active within the contracting membership to better balance the committee.</li> <li>• One Fellowship application was in progress.</li> <li>• The reassessment procedure for Registered Consultants has been circulated.</li> <li>• Professional Committee need to set new remit for CWG</li> <li>• UAG – a written summary and update of activity is to be provided to trustees for next meeting.               <ul style="list-style-type: none"> <li>• Terms of reference are still outstanding - SH to discuss with Andy Gardner</li> <li>• The Trustees also discussed use of a UAG logo which seems to have been adopted for use historically; this to be discussed at PC and with UAG.</li> </ul> </li> <li>• Complaints – we had a spike in number recently;               <ul style="list-style-type: none"> <li>• One has gone legal so we have stepped away;</li> <li>• One complaint has been determined by a panel appointed by PC;</li> <li>• Several others refuted or at stage 1.</li> </ul> </li> <li>• No minutes received from AWG- to be addressed with urgency.</li> </ul>	<p>SH</p> <p>CEO</p> <p>CEO</p>
5.3.	<p><b>Media &amp; Communications</b> AD updated the committee as to the actions arising from the Media &amp; Communications meeting held on Wednesday 24<sup>th</sup> January 2018. The primary points being –</p> <ul style="list-style-type: none"> <li>• Video content               <ul style="list-style-type: none"> <li>• AD raised the idea of putting more budget into this. We currently use a member who produces the AA content in his spare time. This is much appreciated but we may get more content if we pay him or someone else.</li> <li>• CEO to provide a budgetary recommendation for discussion at next Trustee Meeting.</li> </ul> </li> </ul> <p><b>NB</b> – A general point was made to try and move committee meeting dates further away from Trustee meeting dates to allow time for minutes to be produced and circulated.</p> <p><b>Note</b> – No item 6 on the agenda.</p>	<p>CEO</p>



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<b>7.</b>	<b>Information and Comment</b>	
7.1	CEO update; no questions arising that were not already covered in the meeting agenda.	
7.2	BRG Meeting: agenda and action list – noted.	
7.3	BRG ToR plus additional confidentiality agreement – noted.	
7.4.	Branching Out draft agenda. MS raised the need to public facing marketing materials i.e. flyers. It was agreed that this would be discussed at Branching Out event.	CEO
7.5	Student conference- draft agenda- noted.	
7.6	RC reassessment/aspiring consultant days; discussed at length by trustees. <ul style="list-style-type: none"> <li>It was agreed that RC's are to be contacted asking for comments on the reassessment procedure. Responses to be received by the end of March.</li> <li>Feedback is to be discussed at Prof Comm on 24<sup>th</sup> April meeting and shared with board at the May meeting.</li> <li>A review date will be set 12 months from implementation of the procedure.</li> <li>JC may not be able to attend the Aspiring Consultant days, he will reach out to RC's for potential stand ins to support the event.</li> <li>RC representative; JC informed the group he wishes to step down from the RC liaison role. JC will share potential replacements names with CEO</li> </ul>	CEO  PC  JC  JC
7.7	Membership Numbers – <ul style="list-style-type: none"> <li>Renewals are significantly further ahead than the equivalent time in 2017.</li> <li>The move to offering DD payment has transformed AAAC renewals which now stand at over 98%.</li> </ul>	
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<b>8.</b>	<b>Journal - Taylor and Francis update-</b> <ul style="list-style-type: none"> <li>Item redacted due to confidentiality</li> </ul>	CEO  CEO  CEO
<b>9.</b>	<b>Items to remain confidential</b>  Item 8 – Journal item	CEO



10.	<p>Dates and venues of next meeting:</p> <ul style="list-style-type: none"><li>• Thursday 17<sup>th</sup> May – Institute of Mines &amp; Minerals – IoM, London</li><li>• Thursday 19<sup>th</sup> July – Venue to be agreed</li><li>• Monday 10<sup>th</sup> September – Exeter University (Conference)</li><li>• Thursday 15<sup>th</sup> November – Malthouse HQ, Stonehouse, Glos.</li></ul>	
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Distribution:

All Trustees;

CEO & HQ Managerial Team