

Minutes of the Trustees Meeting on Sunday
14th July 2019 from 15:00
Held at: Eastington Park Hotel, Glos, GL10 3RY



Present: Jaime Bray (JB) (Chair) Mike Sankus (MS)
 Jenny Long (JL) Michelle Ryan (MR)
 Alastair Durkin (AD) Navin Sehmi (NS)

Laurence Vine Chatterton (LCV) (Treasurer)

Apologies: Simon Holmes, Keith Sacre and Ian Murat

Staff: Stewart Wardrop (SW) (CEO)
 Kate Beamish (Minutes)

Item	Agenda Item	Action
1.1	Signing of attendance sheet and confirmation of no conflicts of interest Attendance record completed, and no conflicts of interest were identified.	
1.2	Apologies for absence As listed above	
2.1	Gift Aid of AATL surplus to AA Account Trustee unanimously voted to confirm that the 2018 AATL surplus is to be gift aided to the AA.	Hanif B
3.1	Minutes of the Board Meeting held on 23rd May 2019 Proposed: LVC Seconded: NS All approved as circulated. Action points / matters arising that are not on current agenda. <ul style="list-style-type: none"> • MS asked for clarification that conference delegates data is being collected. SW confirmed it is. • SE Branch unable to confirm any assistance with Thames and Chiltern as they haven't had a meeting yet. • 4.5 Ash Dieback JB thanked MS for his continued work in this area. • 5.2 EAC feedback from Keith Sacre - Item needs to be carried forward to November meeting. 	MS/AD SW/KS

	<ul style="list-style-type: none"> 5.6 JL asked if there had been a reduction in the cost of the AC scheme. SW confirmed that it hasn't and that it has actually increased. 	
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	<ul style="list-style-type: none"> 6.1 E&T JB added that the length of minutes for E&T needs to be discussed with the committee. SW noted that there isn't a trustee currently on E&T. Friday 19th July 2019 there will have a list of delegates for trustee vacancies. JL put forward the idea that prospective and new trustees need a summary of the role so that nominees know what the role entails. All agreed that this would be a positive action. JL to write a guide to becoming a trustee. SW also asked JL and MR to make a short film of their first year as trustees. JB put forward that we also need to attract trustees from the business world. 	JL/SW JL/MR
3.2	Follow up actions resulting from the board meeting 23rd May 2019	
3.2.1	VET CERT partner list <ul style="list-style-type: none"> MS requested clarification of the VET Cert scheme. SW explained that EAC were always supposed to deliver the plan. However, their plan was expensive hence the AA's counterbid, which has incidentally refocused the EAC. A percentage of the monies for the fees will go to the steering group and to those delivering the training. The AA will make a profit from delivering the training. 	
3.2.2	Online voting 2020 <ul style="list-style-type: none"> SW said that it was trialling a low cost election system called Election Buddy; the system had been trialled by the ISA and they spoke highly of the system. SW to give everyone notice to implement the online voting system next year as opposed to rushing it for this year. MS queried the voting at the conference that it's not encouraging the members to vote. SW suggested having an announcement at the end of the morning session with a voting slot earlier (before midday) in the day and also announce that next year it will be online. NS queried what about people attending for just the AGM – this would be covered and organised on the day. 	SW SW

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<p>3.2.3</p>	<p>ISA activity summary 2019</p> <ul style="list-style-type: none"> • SW: Emma Hall is now a Proctor, which is making the organisation or training much easier. • Publications - ISA members can still purchase publications at the same cost as the AA. The ISA (Caitlyn) is looking into this. <div style="background-color: black; width: 100%; height: 150px; margin-top: 10px;"></div>	<p>SW</p>
<p>3.2.4</p>	<p>Financial actions</p> <ul style="list-style-type: none"> • NTSG – Simon Richmond has been asked to discuss the future use of the funds at the next meeting. • Legacy- Finance manager will notify Trustees of any receipts more than £10k. • Fixed Asset register will be cleaned and updated by end of August 2019. 	<p>SW</p> <p>SR</p> <p>HB</p> <p>HB</p>

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4	Action/Discussion/Agreement Required by Board	
4.1	<p data-bbox="300 275 531 302">Subscriptions 2020</p> <ul data-bbox="352 315 1257 808" style="list-style-type: none"> <li data-bbox="352 315 1257 517">• MS questioned whether it is always appropriate to increase by CPI each year? The economic climate is still poor and we want to retain our members, which are growing. JL said that our sales revenue is up and the cost of delivering is increasing so the need is there. LVC noted that if we don't increase one year then in the following year the rise could be much higher, which would be detrimental. <li data-bbox="352 528 1257 730">• AD questioned when the membership pricing was last reviewed. For example, Professional and Fellow subscription difference is £50 yet there's no difference except in the postnominals? LVC agreed that the different levels of membership needs to be reviewed in accordance with the price. JL suggested cost in line with benefits received. <li data-bbox="352 741 1257 808">• All agreed the pricing structure to be reviewed in February 2020 – SW suggested it should be in the strategic plan. <p data-bbox="300 819 756 842">All agreed new subscriptions for 2020</p>	SW
4.2	<p data-bbox="300 853 488 880">Branch Manual</p> <ul data-bbox="352 891 1257 1059" style="list-style-type: none"> <li data-bbox="352 891 1257 918">• Branch manual has been condensed and sent out to all branches. <li data-bbox="352 929 1257 1059">• MS commented that he had e mailed HQ as to where the attached documents were and asked other questions, which have still not been fully responded to as of yet. SW responded that following discussion should address many of MS concerns. <p data-bbox="300 1070 416 1097">Section 3</p> <div data-bbox="352 1108 1241 1675" style="background-color: black; width: 100%; height: 253px; min-height: 253px;"></div> <p data-bbox="300 1720 600 1747">Section 4 - no comments</p> <p data-bbox="300 1787 608 1814">Section 5 – no comments</p>	SW

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4.2	<p>Section 6</p> <p>6.4 SW detailed the background to this and somebody travelling a long way could have accommodation provided but not travel expenses. AD/JB said that the expense should be capped and approved by branch chairman.</p> <ul style="list-style-type: none"> • MS requested that a point about branches covering the cost of refreshments needs to be added. <p>Section 7</p> <ul style="list-style-type: none"> • 7.2 AD said that the speed of getting things completed needs to be reviewed. MS said that when a course is set up and the text and venue agreed the branch would like the control over the release of an event. MS also added that with Eventbrite all of the information is visible and new people can be booked on as and when they like but how can the CRM system accommodate this? SW not sure but in Cornwall the signing in sheet is adjusted accordingly. JL suggested giving HQ a trial at running the event system to see if they can match what Eventbrite is capable of. It maybe that HQ take on Eventbrite. SW stated that our marketing is also fed via the CRM system. The importance is that everyone uses the same system. • 7.3 AD questioned the term 'Free place' it should be a volunteer place. Correction to be made. • SW clarified the places clause and how the number impacts the venue hire/refreshment costs. MS pointed out that there needs to be a clear difference between HQ run events (minimum of 2 volunteers, 3 for up to 50 places and 4 for over 50), as the branches don't have refreshment / venue costs to consider. • 7.4 'excluding Raffle prizes' needs to be included in this point. • 7.11 New event/training activity needs to be approved by E&T. MS requested that clear feedback needs to be sent from E&T for any courses that are refused. • 8 - no comments • 9 - no comments <p>SW to amend Branch manual with changes and send out for final review</p>	<p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p>

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4.3	<p>Draft Post AGM Board meeting agenda</p> <ul style="list-style-type: none"> Item 6. Amendment: Appointment of trustee representatives where necessary. Item 7. Amendment: To determine new committee members where applications exceed spaces. Committee will elect a new chair at the first meeting following the AGM where necessary, ideally within a timeframe of a month. 	SW
4.4	<p>OHRG Careers Portal proposal</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> Funds To be included in 2020 budget. 	SW/HB
5	CEO Operations and Finance	
5.1	<p>CEO Operational Update (circulated 24th June 2019, update No. 4)</p> <ul style="list-style-type: none"> JL asked if trustees are to review the employee handbook. SW said that they would but note that it is not a contractual document. Staff and trustees will be asked to comment and feedback. 	SW
5.2-4	<p>Performance v Budget 2019 YTD / Balance Sheet / Comments, Cash & Debtors</p> <ul style="list-style-type: none"> LVC stated that currently the AA is running close to budget but hope to be better than budget by the end of the year. Care needed as too much profit would question are we doing enough for our members. Arb show disappointing due to weather and hope that exhibitors come back next year. SW mortgage only £80k and no current overdraft. 	
6	For information and comment, if required	
6.1	<p>Education and Training</p> <p>KS apologies sent.</p>	
6.2	<p>Professional Committee</p> <p>Ash Dieback Summary (MS summary of recent meeting with DEFRA)</p> <ul style="list-style-type: none"> There was confusion over not only what action to take under different situations but also with regards to the description of visible symptoms and the terminology. MS has provided the text for the clarification of circumstances for obtaining an exemption from the need to obtain a felling licence and is waiting for feedback. MS is drafting a document on Ash dieback to go out to members. MS also questioned the feedback from AA representatives when they attend meetings and whether this is always being given? SW to investigate. <p>MS was thanked for his continued work.</p>	MS SW

Item	Agenda Item	Action
7	Items not currently actioned to be carried forwards	
7.1	Committee Scoping Document (from Nov 2018) Aims and procedures of committees to be written. To be carried forward.	MS/IM
7.2	[REDACTED]	SW
7.3	[REDACTED]	SW
7.4	NTSG Funds (from May 2019) Discussed earlier	SR
	AOB HSE Discussion over the HSE proposal for the double rope technique being a necessity when working in a tree. SW to ask Simon Richmond and Chris Cooper-Abs what was presented and asked at the first meeting with HSE. Questions can then be formulated to be presented at an arranged Professional committee meeting to challenge the proposal of the double rope technique to Stuart Parry from HSE and the other parties involved. Technical Guidance note 1 is not to be published until the query has been resolved.	SW
8	Items determined to be confidential – All ISA discussion	
9	For information Next meeting – Monday 9 th September at 7pm Exeter University at the 53 rd National Amenity Conference	

Distribution: All Trustees, CEO and Finance Manager