



## Minutes of the Trustees Meeting

Thursday 19<sup>th</sup> July 2018 from 11:30 am  
held at TCPA, 17 Carlton House Terrace, London.

Present: Keith Sacre (KS) (Chair) Jaime Bray (JB) (Vice-chair)  
Robin Jackson (RJ) Navin Sehmi (NS);  
Ian Murat (IM) Ged Collins (GMC)  
Alastair Durkin (AD) Mike Sankus (MS)  
Laurence Vine-Chatterton (LVC) (Treasurer)

Apologies: Simon Holmes (SH); Jonathan Cocking (JC)

Minutes: Stewart Wardrop (CEO)

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	<b>Minutes of the AGM Board Meeting held on the 17<sup>th</sup> May 2018</b>  Unanimously approved as circulated.	

Item	Action/agreements required by the Board	Action
3.1	<b>RC Scheme; feedback regarding the introduction of reassessment</b>  The CEO and MS (standing in for the chair of PC) outlined the summary of feedback received. Following discussion, the trustees agreed (7 for; 1 Against) that – <ul style="list-style-type: none"> <li>The “Quality Assurance scheme” proceeds and will commence with effect from January 2019.</li> <li>In conjunction with PC and CWG a short summary update explaining the rationale behind the QA scheme introduction is to be sent to all RC’s along with renewal information.</li> </ul> GC asked that it be recorded that he voted against the proposal on the basis that Tree Officer appointed to the panel may be lacking suitable qualifications.	<b>CEO PC &amp; CWG</b>



Item	Action/agreements required by the Board	Action
3.2	<p><b>Effectiveness of Committees – working group</b></p> <ul style="list-style-type: none"> <li>Carry forward as the working group is still to meet; item to be added to November meeting agenda.</li> </ul>	
3.3	<p><b>AATL Governance Proposal – Directors of AATL and AGM</b></p> <p>The trustees discussed and determined – 7 For; 1 Against that -</p> <ul style="list-style-type: none"> <li>The AATL Directors shall be the Trustees of the Association. (For reference the alternative was that AATL Directors shall comprise of the Chair, Vice Chair and Treasurer).</li> <li>The 2019 AATL AGM will take place as part of the summer (normally July) trustees meeting; it will be a recorded agenda item.</li> <li>2018 AATL AGM will be held at the 2018 conference.</li> <li>All current Directors and Auditors are to be informed of the above.</li> </ul>	<p>CEO</p> <p>CEO</p> <p>CEO</p>
3.4	<p><b>Code of Ethics and Whistleblowing policy</b></p> <p>Trustees offered thanks to Mike Sankus for his work on these documents.</p> <ul style="list-style-type: none"> <li>The draft document was discussed by trustees with several amendments being identified. MS will amend the document accordingly.</li> <li>With these amendments being actioned the Trustees voted 7 For and 1 Abstention that the new Code of Ethics and Whistleblowing Policy are introduced.</li> <li>Staff to be briefed.</li> </ul>	<p>MS</p> <p>CEO</p> <p>CEO</p>
4.	<p><b>Finance</b></p> <p><b>Performance – 2018</b></p>	
4.1	<ul style="list-style-type: none"> <li>LVC commented on the current forecast, balance sheet debtors and cashflow forecast;</li> </ul>	
4.4	<ul style="list-style-type: none"> <li>LVC and the CEO answered several questions regarding the accounts and forecast.</li> <li>May forecast indicates that we continue to track on budget.</li> <li>June forecast to be circulated to Trustees, when available.</li> </ul>	
4.5.	<ul style="list-style-type: none"> <li>Consolidation of Malthouse loans           <ul style="list-style-type: none"> <li>The “round robin” approved by Trustees and subsequent notification of Trustees decision to NatWest Bank (receipt acknowledged by email by NatWest on 21<sup>st</sup> June 2018) was noted by Trustees.</li> <li>For record purposes trustees ratified this decision unanimously.</li> </ul> </li> </ul>	



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<b>ADD</b>	<b>Chairman's Additional Agenda Item – CONFIDENTIAL ITEM</b>	
<b>5</b>	<b>Committee Reports</b>	
<b>5.1</b>	<p><b>Education &amp; Training</b></p> <p>Robin Jackson updated the committee as to the actions arising from the Education and training meeting held on the 10<sup>th</sup> July 2018; The primary points being –</p> <ul style="list-style-type: none"> <li>• Fund for trees – RJ attended; looking at joint funding opportunities.</li> <li>• BTEC/Pearson L2/L3 college student activity is looking for support.</li> <li>• Education webinars via HQ being investigated; maybe starting with one on good pruning practice?               <ul style="list-style-type: none"> <li>• EAC have a group looking at this topic, with no UK representation, we need to avoid duplication.</li> <li>• Simon Richmond looking at this; as are we sure that instructors know what good practice is?</li> </ul> </li> <li>• New apprentice standard launched – 110 on the scheme nationally.</li> <li>• ABC L6 back to ICF; they are waiting for a response on the revised proposal.</li> <li>• Institute of Apprenticeships – T Level mapping; the AA has responded to the consultation request; basically, outlining job role descriptors. This activity is important as it will shape and influence the industry in years ahead.</li> </ul>	<b>E&amp;T</b>
<b>5.2</b>	<p><b>Professional Committee</b></p> <p>MS, standing in for SH, updated the committee as to the actions of the meeting on Thursday 05<sup>th</sup> July 2018; The primary points being –</p> <ul style="list-style-type: none"> <li>• Code of Ethics were discussed – now with trustees.</li> </ul>	



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5.3.	<ul style="list-style-type: none"> <li>• Aspiring Consultants – follow up from both days; a forum is being created to support the aspiring consultant’s activity; forum details to follow shortly.</li> <li>• Nick Bolton is drafting a proposed new set of Terms of reference for CWG.</li> <li>• A “Modular” assessment system for the RC scheme is being looked at.</li> <li>• Women in Arb - A draft document outlining proposed Terms of Reference (ToR’s) for the newly formed Women in Arb (WIA) group were considered; now with MS to ensure consistency with similar working group ToR’s.               <ul style="list-style-type: none"> <li>○ Trustees unanimously support diversity within the Arboricultural Association and wider industry; as such they support Professional Committee revising and agreeing the ToR for the Women in Arb group.</li> <li>○ The provision of “Handling Diversity” training is to be sought for AA Staff and AA trustees.</li> </ul> </li> <li>• UAG ToR’s were discussed; these are with MS to ensure consistency before being agreed.               <ul style="list-style-type: none"> <li>○ Any UAG proposed logo or logo design; needs to be ratified by board before adoption and use.</li> </ul> </li> </ul> <p><b>Media &amp; Communications</b></p> <p>The CEO is to circulate the minutes from the M&amp;C meeting held on the 04<sup>th</sup> July 2018.</p>	<p>CEO</p> <p>CEO</p>

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6.1	<p><b>BRG</b></p> <p>Noted; CEO confirmed that the BRG continue to provide a valuable mechanism for both help and advice as well as an idea “sounding board”.</p>	
6.2	<p><b>EAC</b></p> <p>JC and KS are asked to produce an EAC update for the September trustees meeting; outlining EAC key activities, scope and any opportunities that may exist for the AA.</p>	JC/KS
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7.	<p><b>Journal</b></p> <p>The CEO is to meet with Taylor &amp; Francis to progress any potential improvement opportunities. Taylor &amp; Francis are to be invited to the November Trustees meeting.</p> <p><b>Life Presidents</b></p> <p>Given the recent sad loss of Mr W Matthews the matter of Vice Presidents is to be added to the September Board agenda for further discussion.</p> <p><b>Planning Conditions – MS &amp; AD</b></p> <p>Trustees will ask PC to consider the formation of a working group to determine the most efficient way to deliver this.</p> <p>NB – several other groups are also active in this area TDAG &amp; LTOA.</p>	<p>CEO</p> <p>CEO</p> <p>PC</p>



	<p><b>“Northern” training activity – perceived lack</b></p> <p>MS raised the issue of the perceived lack of “northern” training activity. The CEO outlined the issue as being attendee numbers and that less well attended events are being supported by well subscribed events. This meets fully with our charitable aims however there has to be checks and balances in place to ensure training activity is managed appropriately.</p> <p>A summary of “northern” training activity is to be sent to IM for reference.</p> <p><b>Guidance Note – Biosecurity</b></p> <p>Trustees commented that the document, as currently drafted, is too big and has some repetition that can be removed.</p> <p>The CEO is to seek some “authorship” assistance on an urgent basis to fast-track a slimline version; CEO to contact the Arb Mag Editor.</p>	<p>CEO</p> <p>CEO</p>
8.	<p><b>Items to remain confidential</b></p> <p>Chairman’s Additional item.</p>	
9.	<p><b>Dates and venues of next meeting:</b></p> <ul style="list-style-type: none"><li>Monday 10<sup>th</sup> September – Exeter University (Conference)</li><li>Thursday 15<sup>th</sup> November – Malthouse HQ, Stonehouse, Glos.</li></ul>	

Distribution:  
All Trustees;  
CEO