

Arboricultural Association

**Minutes of the Trustees Meeting
held on Wednesday 12 March 2014
at the offices of the Institute of Minerals, 1 Carlton House Terrace, London**

Present Trustees Jago Keen (JK) Chair
 Peter Wharton (PW) Vice Chair
 Simon Holmes (SH) John Heuch (JH)
 Nick Beardmore (NB) Peter Holloway (PH)
 Mark Hemmings (MH) Ann Currell (AC)
 Jo Ryan (JR) Karl Lee (KL)
 Mike Sankus (MSa) Robin Jackson (RJ)
 Jonathan Cocking (JC) Laurence Vine-Chatterton (LVC)

 Staff Karen Martin (KM) Chief Executive
 Melanie Sutherland (MSu) Minutes

Apologies Trustees Keith Sacre (KS)
 Jim Quaife (JQ)
 Martyn Thomas (MT)

	Confidential Items in Grey	ACTION
1	Apologies for Absence As above.	
2	Declaration of Interests The sheet was distributed and signed by all those present.	
3 3 (a)	Minutes of Board Meeting held on the 21 November 2013 To approve as a correct record Corrections needed:- 15.1 Any Other Business Feedback of CEO Review meeting and remuneration PH expressed concern that the wording concerning the remuneration package for the CEO did not fully reflect the discussion. After some debate it was agreed that we should vote to ratify the decision taken in respect of the remuneration. The vote was 9 in favour, no votes against and 2 abstentions.	
3 (b)	18 Date of Next Meetings - venue should read Institute of Minerals To check status of action points 4.2 Action Points From Meeting of 22 August 2013 3.2 The Malthouse - PHol - two provisional dates postponed; now planned to take place in April in conjunction with Simon Richmond.	
	Karen Martin and Ann Currell joined the meeting	
3 3 (b)	Minutes of Board Meeting held on the 21 November 2013 - continued To check status of action points - continued 5 5.4 Google Analytics Analysis Website - new home page - PW reported this was on-going with changes being made in the short term to improve appearance. 7 Business Plan - 2014 and Proposal Plan - Registered Consultants SH reported that paperwork still not through from Peter Annett following meeting on the 18 October 2013 and he will continue to chase him. AATL Directors to be advised of the position - KM dealing. 10 2014 - 50th Anniversary Year - thank you letters sent by Chair and KM has sent a thank you letter to the sponsor of the slide rules. continued....	PW SH KM

<p>3 3 (b)</p>	<p>Minutes of Board Meeting held on the 21 November 2013 - continued To check status of action points - continued</p> <p>12 Projects Trustee Handbook - links to governance - AC will report later.</p> <p>13 Risk Register 13.2 Mitigation of Risks - "check content team" - on-going. Immediate corrections/amendments have been made.</p> <p>15 Any Other Business 15.2 The Malthouse - KM has written to Sid Oakhill as agreed. The neighbouring nursery, including house, is now on the market. 15.3 AGM Minutes - dealt with.</p> <p>Having made the amendments referred to in 3 (a) above the minutes were proposed as correct and vote taken to accept - 13 in favour and 1 abstention as not present at last meeting.</p>	<p>AC</p>
<p>4</p>	<p>Finances</p>	
<p>5</p>	<p>Chief Executive's Report</p>	
	<p>Jonathan Cocking joined the meeting</p>	
<p>6</p>	<p>External Liaison</p>	
<p>7</p>	<p>Communications and Marketing Plan 2014 KM reported</p> <ul style="list-style-type: none"> • Document distributed prior to the meeting. • Database is key task and has high priority. • Regular member emails essential - any information from Trustees on topics suitable is encouraged - 100 word articles to Chris Martin. • Marketing is a new function for the Association and is critical for the future growth. 	<p>ALL</p>
<p>8</p>	<p>Governance</p>	
<p>9</p>	<p>Business Review Group (BRG)</p> <ul style="list-style-type: none"> • JK reported that matters raised at BRG meetings come to the Board for review. • The last meeting which took place on the 4 February 2014 looked at:- <ul style="list-style-type: none"> ○ The Malthouse ○ Finances ○ Netsuite ○ Aged Debt - running well ○ Strategy - KPI's needed • KPI's <ul style="list-style-type: none"> ○ JK proposed draft KPI's following BRG meeting for discussion ○ Conference KPI thought necessary - to be added - JK ○ Training KPI thought necessary (number of events) - JK ○ Maximum of 12 KPI's replicated in Business Plan and linked to Strategy ○ Document to be up-dated and sent to Trustees. 	<p>JK JK JK</p>
<p>10 10 (a)</p>	<p>Committee Chair Reports Education and Training Committee RJ reported</p> <ul style="list-style-type: none"> • Attendance at last two meetings has been poor and RJ writing to those who were not available to gauge commitment to the duties of the Committee. 	

12	Branches - continued <ul style="list-style-type: none"> • Need to ensure non-conforming branches follow procedures. How? • Branches who are “active” with training events to help those who have not run events to date. • The new Technical Officer will help link branches with the H/Q. 	
13	The Malthouse Report submitted by Simon Richmond was reviewed and KM to keep the Trustees up-dated.	KM
14	Appeal Review CO16	
15	External Liaison	
15.1	Arb Australia <ul style="list-style-type: none"> • KM opening key note speaker - Conference in Australia - April 2014 	KM
15.2	Forestry Commission (OPM) <ul style="list-style-type: none"> • Guidance Notes - oak debris - Andrew Poynter assisting with publication. 	
15.3	Forestry Commission <ul style="list-style-type: none"> • Working together on several projects 	
15.4	The Tree Council <ul style="list-style-type: none"> • JK and KM building relationships. 	
15.5	RFS <ul style="list-style-type: none"> • JK has met with Chairman concerning possible joint work in the future. 	
15.6	EAC <ul style="list-style-type: none"> • JC reported - AGM to be held in Frankfurt in June 2014; he will attend. • Publications - Pruning Guide - can we obtain copies and sell in the UK for the EAC? JC to establish and report back to Trustees. 	JC
15.7	BioSecurity <ul style="list-style-type: none"> • Plant Health Strategy published • Announcement due on tree health research project funding is due at the end of March. • Taskforce to get involved - Paul Hanson (Scotland) Jonathon Cocking (Northern) and Jon Heuch (South East). 	
15.8	RTPI <ul style="list-style-type: none"> • JK has met with Deputy Head of Research and Development. 	
15.9	Fund4trees.org.uk/donate/just-one-job <ul style="list-style-type: none"> • JC to ask Russell Ball to write a few words for the Association to send to contractors stating why they should donate. 	JC
15.10	Trees People and the built Environment II KM Chairing a session at the Conference on the 2 April 2014 on Urban Climate and Tree Growth.	KM
16	Any Other Business	
16.1	Karen Martin <ul style="list-style-type: none"> • KM reported that with effect from 1 February 2014 she had reverted back to full time working, due to pressure of work. • The situation will be reviewed again in the summer. 	
16.2	High Level Technical Expertise <ul style="list-style-type: none"> • KM advised the Trustees that the loss of the p/t Technical Officer Guy Watson had removed a level of expertise from the AA which could not be replaced internally. • On a day to day basis this does not create issues, however for applicants seeking Professional status through a portfolio assessment we need to outsource this work. It was proposed and agreed that we do so (approximately 2 per year) and charge in line with SocEnv there was a fee for a portfolio assessment and a fee for an interview 	

16	Any Other Business - continued	
16.3	British Standards (Bats) SH advised that the response from Trustees re the value and need for a new standard varied with the majority of those responding not supportive . The Trustees discussed the matter and it was agreed that SH advise the British Standards that we are supportive of a consistent approach and guidance and documentation but at this point are not convinced of the value of a Standard and the associated costs and issues	SH
16.4	Blue Book To investigate the production of a new Blue Book by Peter Annett. What progress has been made?	SH/KM
16.5	Honorary Fellowship It was agreed that the Professional Committee will review nominations for referral to Trustees for approval; approximately 2/3 maximum per year if at all.	SH
17	Risk Register	
18	Determination of items to remain confidential 4 Finances 5 Chief Executive's Report 6 External Liaison 8 Governance 14 Appeal Review CO16 17 Risk Register	
19	Dates for Future Meetings Thursday 8 May 2014 - Institute of Minerals - London Wednesday 9 July 2014 - Institute of Minerals - London Thursday 20 November 2014 - Institute of Minerals - London	