

Minutes of the Trustees Meeting – Thursday 26th November 2020

Held via Zoom 6.00pm to 8.04pm.

Trustees Present:

Michelle Ryan (Chair), Navin Sehmi (Vice Chair); Laurence Vine Chatterton (LCV) (Treasurer), Paul Barton (PB), Jaime Bray (JB), Alastair Durkin (AD), Jenny Long (JL), Ian Murat (IM), Keith Sacre (KS), Mike Sankus (MS), Alan Simson (AS).

Staff:

Stewart Wardrop (SW) (CEO)

Item	Agenda Item	Action
1.1	<p>A confidential electronic recording of the meeting was taken, to be held by the CEO.</p> <p>There were no conflicts of interest declared.</p>	
1.2	<p>Apologies for absence</p> <p>None – all trustees were present.</p>	
2.	<p>2.1. Minutes of the Trustee Meeting held on the 23rd June 2020</p> <p>Actions and notes arising were –</p> <ul style="list-style-type: none"> • All annual audit information has been duly completed. • ISA activity – the CEO is to carry forward and report at a future meeting. • Netsuite replacement – we have placed a contract with XERO. We plan to exit from Netsuite over to XERO ahead of the annual Netsuite renewal date in February 2021. This will generate savings of £12k/annum. • The AC scheme standards will be circulated to Professional Committee before Xmas well ahead of the February meeting. • The AC scheme strategic review meeting has been arranged with the first group meeting taking place 2nd December. The objective being to produce a summary to aid the Association strategic plan – SW is coordinating the activity. • The gift aid transfer of all AATL proceeds has been completed. • Government Business Interruption loan – completed and funds (£200k) are held within our deposit account. 	<p>CEO</p> <p>CEO</p>

	<p>2.1. Minutes of the Trustee Meeting held on the 7th September 2020 Actions and notes arising were –</p> <ul style="list-style-type: none"> • Honorary Treasurer Role is now being advertised in two places with a closing date of 31st January 2021. The matter to be added to the February board agenda. • All new committee members have been advised that they have been successful and invited to the first committee meetings that have now taken place. <p>The Trustees unanimously approved the minutes of the 23rd June and the 7th September 2020.</p>	
<p>3.</p>	<p>Finance</p> <p>3.1 Cashflow The CEO updated trustees following prior circulation of Septembers cashflow forecast which predicated a cash low point of £60k. We achieved a cash low point of £114k. The improvement arising from managing expenditure, furlough payment receipts and several income lines performing better than expected i.e. publications through the pre-ordering of technical guides.</p> <p>3.2 Management Accounts as of September 2020 The latest forecast was presented with a Turnover of £927k resulting in a predicted loss for the year of £111k.</p> <p>LVC asked as to whether the Association was still paying its bills promptly – the CEO confirmed that we were, as the improved cashflow position had reduced any pressure to consider having to negotiate any delayed payments.</p> <p>3.3 Draft 2021 Budgets The CEO presented a range of various forecast budget scenarios for 2021 (scenarios 7,8 &9); the 2021 budget will be presented to trustees at the February board meeting once 2020 result is known.</p> <p>PB asked about the capacity available at Loughborough should the September conference be much larger than the conservative smaller event currently being budgeted. The CEO confirmed that the contract and capacity at Loughborough is flexible enough to accommodate a much larger conference.</p>	
<p>4.</p>	<p>4.1. CEO Operational Update The CEO confirmed that the latest draft budgets had been shared with the while HQ team. Given its importance cashflow and the daily cash position is commented upon at every morning team meeting.</p>	

	<p>4.2 BRG Updates</p> <p>The CEO commented that recent BRG updates had primarily focused on the fiscal position of the association.</p> <p>A discussion followed regarding the nature, benefits and transparency associated with the BRG meetings. After discussion Trustees decided as follows –</p> <ul style="list-style-type: none"> • Option 1 - That all trustees are invited, the meeting is recorded with non BRG trustees on mute – 2 votes. • Option 2 - That the BRG should be recorded - 3 votes (1 plus the 2 trustees in the first option). • Option 3 – The existing arrangement remains in place – 7 votes. 	
5.	<p>Committee Updates</p> <p>5.1 Education & Training (IM)</p> <p>IM attended the recent meeting and is getting his feet under the table. A chairman was elected, Will Rolph.</p> <p>IM expressed his disappointed with the lack of time to be able to comment on the Apprenticeship L4 & L6.</p> <p>Still awaiting the sharing of information from Andy Hirons (Myerscough). It was agreed that IM and JL would hold a dialog as to how both committees could support each other’s activities.</p> <p>5.2 Professional Committee (MS)</p> <p>MS reported that the CWG activity regarding the Consultants assessment was continuing.</p> <p>The complaints process has recently resulted in a few hefty cases and we may need to look at how we better manage the submission of information at an early stage to reduce the burden. We may also need to re examine how complaints transition from level 2 to level 3 – especially as the PC chair, having been involved in any stage 2 determination, is then excluded from level 3.</p> <p>5.3 Media & Communications Committee (JL)</p> <p>JL reported that the M&C group was a small but positive group. A soft launch of a potential school’s membership is being trailed near AAHQ at Stonehouse primary school. Hopefully, the lessons learned, and feedback gained will help shape the project going forward. All members are promoting the new Tree Care Supporter activity – JL urged all trustees to help do this.</p> <p>We now have 8 candidates for video testimonials we will eventually use within a career’s context. The RHS careers portal work is currently on hold but that does not stop us producing this work that we can use in other areas.</p> <p>M&C are also looking at future webinar content with more of a contractor focus.</p>	<p>IM & JL</p> <p>MS</p>

6.	<p>Items for discussion and decision</p> <p>6.1. Strategic planning process – 2022-2024 The CEO gave an overview of the day namely a repeat of the 2017 activity.</p> <p>There was a discussion regarding the information required and the facilitation of the meeting. It was agreed that –</p> <ul style="list-style-type: none"> • The July meeting goes ahead as planned – Trustee meeting on Sunday afternoon and the Strategy meeting on the following Monday. • Trustees are requested to advise of any additional information they may require, to inform the Strategic planning day. The CEO is to issue a reminder to trustees in good time ahead of the July meeting. • The Chair and CEO are tasked with identifying potential facilitators for the event and bring a list of alternatives to the March trustee meeting. • It was agreed that both the CEO and John Parker (Technical Director) will help direct/lead the meeting – potentially in conjunction with any external facilitator. <p>6.2 AGM 2021 It was proposed by KS seconded by AD and unanimously agreed that –</p> <ul style="list-style-type: none"> • The 2021 AGM should be held online, at a separate date from the annual conference. <p>6.3 REDACTED</p> <p>6.4 REDACTED</p>	CEO Chair/CEO CEO/JP
7.	<p>Items for Information The items were noted, no comments were arising.</p>	
Additional Items	<p>The Chair then requested any other additional items for discussion.</p> <p>Technical Guide Process MS & AD voiced their general displeasure regarding the insufficient notice given to enable working groups and committees to review the Technical Guides despite previous reassurances to the contrary.</p> <p>The CEO will provide a response to all Trustees within 24 hours.</p> <p>Dialog with the HSE NS advised that he had been in discussion with the HSE and had arranged a meeting as a result on Friday 27th November. NS extended an invitation to all trustees if they would like to attend. NS was planning to discuss as to how the AA approved contractor scheme could start moving to a more</p>	CEO

	regulated industry model. NS will provide an update following the meeting.	NS
	<p>Confidential items Items 6.3 and 6.4 were deemed to be confidential.</p> <p>The meeting closed at 8.04pm.</p>	

Distribution: All Trustees, CEO and Finance Manager