

**Arboricultural Association
Minutes of the Trustees Meeting**

Monday 11th September 2017 from 7:15 pm
held at the University of Exeter, EX4 4QJ

Present:	Keith Sacre (KS) Chairman	Simon Holmes (SH)
	Jaime Bray (JB) Vice Chair	Ian Murat (IM)
	Stewart Wardrop (SW) CEO	Mike Sankus (MS)
	Jonathan Cocking (JC)	Navin Sehmi (NS)
	Alastair Durkin (AD)	Laurence Vine-Chatterton (LVC) Treasurer

Apologies: Ged Collins (GMC), Robin Jackson (RJ), Alan Parker (AP)

Minutes: Kay Chadwick

Item	Agenda Item	Action
1.	<p>Welcome new Trustees appointed through election at the AGM New Trustee, Navin Sehmi, was welcomed to the group following successful election at the AGM. Congratulations were also given to SH and JB, who retained their seats.</p>	
2.	<p>Apologies for absence As listed above.</p>	
3.	<p>Minutes of the meeting that took place on 13th July 2017 The minutes will be reviewed, together with action points, at the next full Board meeting on the 5th December 2017.</p>	
4.	<p>Election of Co-opted Trustees AD proposed that LVC be Co-opted again this year. This was seconded by SH. MS proposed that RJ be Co-opted again this year. This was seconded by IM. AP's seat will remain vacant this year, but his council will be sought if required. This was proposed by MS and seconded by JC.</p>	
5.	<p>Appointment / Election of Trustee positions LVC was invited to join the discussion. NS won the vacant Trustee Position. JB retained his seat as Trustee for another three-year term. IM proposed that JB keep the role of Vice Chair. This was seconded by JC. SH retained his seat as Trustee for another three-year term.</p>	



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6.	<p>Appointment of Committee Chairs, where necessary</p> <ul style="list-style-type: none"> ➤ The Board asked if RJ would continue to Chair the Education and Training Committee until a suitable replacement can be made. RJ had made a prior request to stand down in the near future, but agreed to continue the role for now. ➤ Following AD's recent request to retire as Chair of the Media and Communications Committee, it was confirmed that he would remain Chair the committee until a suitable replacement can be made. 	
7.	<p>Election to appoint Committee members for the new term of office</p> <p>AD proposed the need to write up a procedure for the Committee nomination process to add specific requirements such as key skills and relevant experience on the nomination form for predetermined tasks. MS seconded the proposal.</p> <p>Action: KC to send the results of the votes to Committee Chairs, who will ultimately decide who would be best suited to join the team. Chairs will then confirm placements to nominees and inform HQ.</p>	KC
8.	<p>Subscriptions 2018 - discussion and agreement</p> <p>A 5.6% increase was proposed by SW, as there have been no increases over the last couple of years. A vote was carried with the majority voting in favour of the increase. One member recommended a larger increase.</p>	
9.	<p>Any other business</p> <p>The Chair would like Trustees to become more proactive and suggest more ideas on how to improve the Association in a strategic direction, following on from Jago's strategic influence.</p> <p>Action: All to suggest initiatives regarding what is important to them as a thought-out idea that can be adopted and progressed.</p> <p>There will be a Strategic Meeting held with Trustees and HQ staff in the next couple of months, with overnight accommodation for those who need it, to help the Trustees plan and create the Strategic Document.</p> <p>Action: AA to arrange.</p> <p>SH delivered a talk on bats to the staff at HQ recently, as part of CPD. This was greatly received, informative, appreciated and interesting.</p> <p>Action: Trustees are invited to deliver something that could be useful and beneficial to staff to increase their arboricultural knowledge.</p> <p>Some suggestions included; AD and MS to talk about Tree Officer roles, JC and IM to talk about Consultancy roles.</p> <p>JB enquired what was being done to promote the AC scheme and other schemes. SW replied that it will be advertised in the Arb Magazine, eBlasts, and promoted at public engagements, etc.</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">SW</p> <p style="text-align: center;">All</p>



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	<p>In response to Henry Girling's question during the AGM, SW informed the group that he was already in dialogue with Bill Matthews and that he would email Bill to let him know that he would receive a special recognition award. This would not, however, create a precedence for similar protocols for other long-term serving members.</p> <p>KS suggested that Barchams would plant four to five trees at HQ, without branding, to honour Henry's second AGM request to use the land as an experimental training ground.</p> <p>IM enquired whether there was a water-tight contract to give to Contractors? Action: SW to investigate why the original contract was removed, and consult legal advice to determine whether a new contract could be made including how to prepare for prosecution, providing it would be cost-effective and beneficial to the membership.</p>	<p>SW</p> <p>KS</p> <p>SW</p>
10.	Determination of items to remain confidential No items were determined confidential.	
11.	Date of next meeting: ➤ Tuesday 5 th December 2017 in the smaller meeting room at IoM ³ , London.	