

**Arboricultural Association**  
**Minutes of the 50<sup>th</sup> Annual General Meeting**  
**held on Monday 5th September 2016 in the Westminster Theatre, Keele University,**



Present:        *See list on file*  
AGM Panel  
Keith Sacre – Chair  
Jaime Bray - Vice Chair  
Laurence Vine-Chatterton – Treasurer  
Alastair Durkin  
Ged Collins  
Michael Sankus  
Jonathan Cocking

Staff:            Chris Martin  
                    Tiffany Prescott  
                    Stephen Hodsmen (*minutes*)  
                    Simon Cox  
                    Simon Richmond

Apologies:      Jago Keen, Jim Quaife, Simon Holmes, Lisa Sanderson, John Robinson,

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The Chairman welcomed everyone and thanked them for attending the meeting.

- (1)     **Apologies** – as above.
- (2)     **Minutes of the 49<sup>th</sup> Annual General Meeting - 15 September 2015**  
These minutes were proposed for approval by Allen Lim and seconded by Andy Poynter.
- (3)     **Matters Arising from minutes of 15 September 2015**  
None reported.
- (4)     **Receipt of the reports of the Board of Directors September 2015 – September 2016**  
It was proposed by Keith Sacre that the remaining reports submitted could be taken as read and approved; this was agreed. These were proposed for approval by Quentin Nicholls and seconded by Dave Lofthouse. A vote was taken and there was a clear majority.

Reports submitted:

- (a)     **Chairman**
- (b)     **Financial Performance (1<sup>st</sup> January 2014 – 31 December 2015)**
- (c)     **Professional Committee**
- (d)     **Education and Training Committee**
- (e)     **Media and Communications Committee**
- (f)     **Arboricultural Association Trading Limited**

Jaime Bray noted that the report page 2 needed amending to reflect that he was appointed 2014, not resigned. Mike Sankus suggested we review the board dates of appointment to confirm they were all accurate = ACTION

**(5) Receipt of the Accounts of the Association for Financial Year 2014**

The Treasurer, Laurence Vine-Chatterton, gave a brief overview of the Associations finances for 2015 (*pages 15-20 of the Annual Report and Accounts*).

- Steady growth in revenue over the last 3 years. 2012 the only year of reduction. 2014 revenue £1.1 million, 2015 £1.2 million, 2016 £1.3 million expected.
- Potentially we could do better, a future focus will be to build up revenues, but we are operating from a sound base.
- Operating surplus £17,000 in 2015, expected 2016 = £38,000. Cash flow is running reasonably well and there is no concern as it has remained steady despite investment in the new IT system.
- Subscriptions continue to grow. Large growth in training and conference. Approved Contractors doing very well, Arb Show strong, Registered Consultants revenue steady.
- Revenue from subscriptions is expected to continue to grow but fasted growth is predicted for training and Approved Contractor Scheme. Important to note that we have a broad base of income and are not overly dependent on one stream.
- Overall message that it has been a satisfactory year and that we are looking forward optimistically.
- Laurence welcomed any questions from the membership:
  - i. Andrew Bowman Shaw asked why Conference revenue was planned to go down in 2016? Laurence Vine Chatterton answered that the number of delegates coming to Keele was expected to be slightly less due to the distance that some people would have to travel. So due to the geographical location slightly lower revenue was planned. Simon Richmond added that while the chart on screen made Conference revenue appear considerably down, it was generated a few weeks earlier and revenue for 2016 is now actually equal to 2014.
- Accounts proposed for approval by Shane Lanigan and seconded by Andy Poynter.

**(6) Presentation of the budget and performance for 2016 and reforecast data at 30<sup>th</sup> June 2016**

Keith Sacre asked for observations or comments on the budget. Laurence addressed the meeting.

- Not forecasting a large surplus as it's been a tough year including introducing the new IT system, as such it has been budgeted to be a steady year as we continue to improve the services we provide to our members and the public.
- As a charity, the organisation has been very good at budgeting.

Keith asked for questions from the membership.

- Mick Boddy asked: Why the expenditure of the Registered Consultant Scheme was higher than forecast. Laurence was unable to go into it in detail and Mick agreed to a written answer, which he would share with any other members interested = ACTION – *Simon Richmond rang Mick Boddy directly to answer his query.*

**(7) Appointment of Auditors for 2016**

Keith Sacre and Treasurer Laurence Vine Chattered agreed that they saw no reason not to reappoint Hazlewoods and asked for a proposer and seconder. It was proposed by Dave Dowson and seconded by Jeremy Pierce, that Hazelwoods be appointed as Auditors for the 2016 year. A vote was taken and there were no objections.

**(8) Report of Retirement of Trustees during the period AGM 2015 – AGM 2016**

Retiring Trustees: Jonathan Heuch, Jim Quaife, Michael Sankus, Jago Keen, Peter Wharton

Keith Sacre extended thanks from himself and the board to the retired trustees for the incredible amount of hard work, enthusiasm and energy which they have put in on behalf of the members.

Keith also proposed for approval of those in attendance recognition of Jago Keen and his effort, energy and commitment over more than 3 years, as well as the direction and foundation he has left for the current board to build on is no less than exemplary. Keith asked that the meeting acknowledge those efforts. Proposed by Alastair Durkin, Seconded by all (*applause*).

**(9) Questions received in advance of the AGM**

No Questions were received in advance of the AGM.

Keith asked those in attendance for their questions

- Mark Hinsley asked: Would the Association consider wider use of the logo so that the AA becomes more widely known and recognisable to the public. Public awareness and opinion is key in driving government and one thing that would help is for the logo to be more widely recognisable. Keith acknowledged the importance of the question, stating that the question of the logo has been discussed by the board, but they have not made a definitive decision because of the implications to wider use of the logo for Approved Contractors etc. It is under discussion and the points Mark makes are on the table and being considered. Keith reiterated that there is an appreciation of this argument at board level.

**(10) Election of Association Trustees for the term AGM 2015 – AGM 2016**

- Keith announced the results.
- The Association had 3 nominations for the position of Trustee.
- Ian Murat and Michael Sankus were elected. Keith Welcomed Ian and welcomed back Mike. Keith thanked the other nominee William Rolph for putting his name forward and encouraged him to put his name forward in the future.

**(11) Date and Venue of 51<sup>st</sup> AGM**

- University of Exeter on 11<sup>th</sup> September 2017

**(12) Any other business relevant to the AGM**

Keith asked that the achievements of Karen Martin during her term as CEO were recognised.

- She has energised the association and should be recognised and appreciated. Karen has agreed to carry on as an Ambassador for the association.

Keith noted that he was part of the Chief Executive interview panel and from a strong field of candidates it was apparent that although his knowledge of trees was not on level with that of anyone in the room, incoming Chief Executive Stewart Wardrop brings an energy, drive and understanding of the running of charitable organisations that the rest of us could only dream of having.

- Stewart was the ideal candidate and had a clear track record of bringing in hugely effective changes in his previous organisation. Keith advises that for Stewart to succeed the advice and support of the membership will be crucial.
- Stewart thanked Keith and the board and said the Arboricultural Association represents a great challenge, and trees are a fantastic subject and we have a great opportunity to promote the industry to the public. Stewart thanked everyone and says he hopes to repay the trust put in him by the board.

No non-members were present at the open session, so Keith thanked those in attendance.

Meeting Closed