



Minutes of the Trustees Meeting

Wednesday 10th May from 10:30 am
held at The Institute of Materials, Minerals and Mining (IoM³)
297 Euston Road, London, NW1 3AD

Present: Jaime Bray (JB) - Vice Chair, *standing in as Chair*
Stewart Wardrop (SW) - CEO Robin Jackson (RJ)
Ged Collins (GMC) Ian Murat (IM)
Alastair Durkin (AD) Mike Sankus (MS)
Simon Holmes (SH) Laurence Vine-Chatterton (LVC) - Treasurer

Apologies: Keith Sacre (KS) - Chairman, Alan Parker (AP), Jonathan Cocking (JC)

Minutes: Kay Chadwick

Item	Agenda Item	Action
1.1	Signing of attendance sheet and declarations of interest Signed by all relevant parties. No conflict of interest identified.	
1.2	Apologies for absence As listed above.	
2.1	Minutes of the Board Meeting held on the 16th February 2017 <ul style="list-style-type: none"> a. The minutes were approved as a true and accurate record. b. Matters arising not on the current agenda - none. c. Update on actions from the last minutes - all actions were either completed or are in progress, namely; 3.2 CAS meeting has been arranged for June, 3.6 the Business Risk Register was noted to be reviewed annually, 4 the new publications pricelist was actioned in March, 5.1 the cancelled BALI meeting will be rearranged, 6.3 SW and Simon Richmond attended the first conference day at TPBE3 and Andy Lederer is due to meet the Tech team early in June. 	
3.1	Political Engagement - the text submitted; section 1, paragraph 2 in the document to be deleted from "It does this via its considerable diversity, breadth and reach, for public good,". Additional text "and other public sector bodies" will be added to section 2 on the last sentence from "increasingly threatened as local authorities". All changes were accepted by the group. Action: Begin briefing out to all members.	Done
3.2	Affiliate Contractor Scheme - Paul Smith's proposal to offer the new scheme was agreed by the Board. The document wording will be changed to: "7.3 Wood-chipper certificate of training: This should be externally accredited Lantra Awards or City & Guilds / NPTC training. However "in-house" training, if evidenced with a suitable record of training including content and outcome, may be accepted."	Done <i>- in use</i>
3.3	Tree Officer (TO) Engagement Strategy - the AA to offer TO's the opportunity to present and speak at Conference and/or workshops in 2018. All members to work more with TO's to strengthen the support the AA offers to them.	All

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3.4	<p>There were 163 responses to the TO Survey, with additional Branch responses. Some of the issues highlighted in the results include; reduced staff functionality, and TO's having to pay for their own CPD training.</p> <p>Action: HQ to provide and examine the unlisted results for the 'Other' category.</p> <p>Action: Identify the key concerns, in priority order, and feedback the results to TO's.</p> <p>Action: TO's currently don't have a training budget. Board to consider offering free training and future strategy for TO's.</p> <p>Association Strategy - a new association strategy will be required for the following 3 years (2018 - 2020).</p> <p>Action: Board members to discuss objectives and produce a new strategy document.</p> <p>Action: Bring forward for July's meeting.</p> <p>The Board agreed that John Hall, CEO from JH Associates who attended the Branching Out event, would attend July's Board meeting to present on association's membership engagement.</p> <p>Action: SW to invite John Hall.</p>	<p>AA AA Board</p> <p>Board SW</p> <p>SW</p>
4 4.1 4.2 4.3	<p>Finance - 2017</p> <p>Performance; Year to Date and Forecast - An extra column was added to the figures for 'actual' Year-To-Date data relating to subscriptions. Credit and thanks were given to LC for balancing out the credit system in preparation for auditing.</p> <p>Balance Sheet - cash forecasts look satisfactory provided that the AA stays on track & has good attendance at the Arb Show and Conference. Confidence is growing following analysis of the first quarter's actual income figures, which will be tracked on a weekly basis. The budget has been devised to be both realistic and achievable.</p> <p>Branches; Opted In / Opted Out - The Scotland Branch is now Opted In. Irish currency and VAT make it difficult for Ireland to Opt In. SW to meet Branch representatives of the South East Branch to devise workable and suitability robust Opted Out routines.</p> <p>The AA provided 2,190 man-training days in 2016 and Branches provided 819 days (37%), which were done solely by the Branches. 20% of training days were provided by Branches, but organised by the AA. Measures to safeguard this activity will continue.</p>	
5 5.1	<p>Committee Reports:</p> <p>Education & Training (E&T)</p> <p>The Trailblazer apprenticeship has been signed off at ministerial level. Once approved by the IFA, it will be accessible to any training provider. The Government will support up to £15k to put someone through the scheme, which can be delivered from 18 months up to 2 years. This is an end-assessed process which has no assessment during training.</p> <p>Simon Richmond and Steve Westmore have been working with BTEC to get the proposed L3 qualifications ready, but half the units remain unwritten and there are still issues with the structure. E&T will need to view the whole content by the 9th June deadline before any letter of support can be provided.</p>	

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5.2	<p>BALI require an NHSS18 admin system, but Arboriculture cannot support this. Therefore, E&T have sent a flowchart which displays links where people can be upskilled and demonstrates chainsaw competency. BALI have advised that they will accept upskilled training rather than refresher training. E&T are producing an updated qualification leaflet including QCF, RQF, different levels and sizes of qualifications and are looking at App options. Numbers are good in the committee with enthusiastic members prepared to help.</p> <p>Professional Committee (PC) MS will take any comments and feedback from the proposed changes to the Code of Ethics and Code of Professional Conduct and provide a revised code for the PC meeting.</p> <p>From 31st December 2016, there were 43 Registered Consultants (RCs), with 1 leaving and 1 joining. There were 269 Approved Contractors (ACs), with 9 leaving, 6 joining, 1 currently going through assessment, and 18 waiting to be ACs. Action: KC to provide figures of ACs who are / not AA Members. Action: SW to check how much is 'appropriate insurance' with own insurers.</p> <p>The Assessment procedure for the RC scheme is going to come under review. There is no current reassessment procedure for RCs, which will be addressed at the Consultants Working Group (CWG). Jonathan Fulcher, RC Lead Assessor, is still in the role as a temporary capacity. Jonathan to review the RC marking scheme and how marks are met or not met. Action: Recruitment for future RC Lead Assessor to be discussed.</p> <p>The renaming of the 'Ordinary' Membership category has been sent to members to be voted upon. The winning name will be published in July.</p> <p>PC are evaluating what constitutes Student Membership including the number of study hours, student benefits, and looking into retention of student members.</p> <p>A new remit was agreed during the February PC meeting for the Consultants Working Group. Nick Bolton is doing a lot of the work himself and PC have suggested that Nick selects people to support him.</p> <p>Andrew Gardner is making positive new changes in the Utility Arboriculture Group (UAG). UAG safety bulletins have now been put on the website for all to use: http://www.trees.org.uk/Utility-Arboriculture-Group/UAG-Safety-Bulletins-Archive The UAG's Terms of Reference have never been officially approved by the Board. Action: AA to work with AG to suggest to the Board (MS previously offered to help develop it before AG took position, and that offer still stands).</p>	<p>KC SW</p> <p>PC</p> <p>AG/AA/MS</p>
5.3	<p>Media & Communications (M&C) The next M&C meeting is due to take place on the 17th May and a Vice Chair is required. The Arb Mag is going to be available digitally by promoting a simple page turning technique, in the first instance, to gauge how it is received and reduce costs to just £250 via Quorum. In future, if successful, a searchable & archival digital version of the magazine will be available.</p>	

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	Jonathan Warren, Approved Contractor, produces videos (he is an amateur, but produces good quality work) and has been creating a YouTube channel to promote ACs & RCs. Three potential new recruits are interesting in joining M&C committee.	
<p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p>Chief Executive's Report May - 86% of members have renewed and the number of new memberships are increasing. HQ will be contacting people who didn't renew their membership to ask the reasons why, and what could have been improved. OOMI came to HQ on the 24th April to fix some outstanding issues. The website needs to be refined and Jason has now got back-end access to web elements and will be changing the layout over next coming months. Marketing has been very effective at promoting events, training and successful in many different aspects. The BBC are coming to the Arb Show to do a piece, details to follow. Ecotricity, a large local green-energy company, has been helping to promote the Arb Show. HQ are preparing for a Chartered Environment audit on the 1st June.</p> <p>Kevin Martlage from ISA is coming to the UK to promote the partnership at Arb Show. Action: SW to submit Green Infrastructure partnership joining proposal to the Board. Action: SW to invite Jago Keen and Lisa Sanderson to Conference to give an official 'thank you' in recognition of their work.</p> <p>Ambassadors - Karen Martin is the AA's Ambassador.</p> <p>CAS Engagement Strategy - a meeting is planned for 6th June, an update to follow later.</p> <p>OHRG Industrial Strategy Response - SW now attends (replacing Jago) and has been added into the distribution list, so will feedback information when received.</p> <p>Journal Activity - SW had a meeting with Ian Rotherham at Taylor & Francis, which transpired that academically the Journal was not doing very well at 64th position out of 66 on the chart. RJ suggested linking the call for papers to Conference for members to publish their papers and make it a theme. RJ announced that the search for the AA Journal is not listed under forestry, which it should be, but instead was found listed under Agronomy & Crop Science. Action: Enquire why it is listed in the wrong place.</p> <p>Housing White Paper - the document was not picked up to begin with. Woodland Trust were leading the lobbying, providing the AA with a draft document, which helped produce what was required, thanks to Mike and Alastair. Action: Ensure someone is advised appropriately, in a timely fashion, if the AA has been asked to get involved or comment.</p> <p>Chief Executive's 6-Month Probationary Objectives, October 2016 to March 2017 - the Board agreed that SW's 6-month probation was satisfactorily complete. The Board recognised and thanked SW for doing so much for the AA in such a short space of time and confirmed that they support all his hard work.</p>	<p>SW SW</p> <p>RJ</p> <p>All</p>
7	Presentation of 2016 AA Accounts and Report - Scott Lawrence, Partner - Hazlewoods, provided a Report to the Trustees for the AAs accounts. Scott suggested [page 3, section 2.2] to change the way the AA operates to create reserves. All activities are currently being covered and supported by subscriptions.	

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	<p>Action: Determine what members want and how the AA delivers the added value.</p> <p>Year-on-year; spending on workshops, trade fairs, and conference (depending on where located) remains the same.</p> <p>Action: Review the financial model to ensure it delivers against objectives.</p> <p>[p5, 2.4] surplus has reduced from £19k to 7k due to closing down credit notes that have not gone through between the 2 systems properly, which have been put through ledgers on OOMI. Teething troubles like this are not unusual with a new system. Therefore, this is not a sign of control weakness and shouldn't occur next year with systems in place to prevent it.</p> <p>Action: [3.7] breakdown of time in staff hours to be circulated.</p> <p>[3.13] HQ must have oversight of Branch finances and Branches should provide reconciled monthly reports.</p> <p>The CEO employment contract is signed and in the personal file.</p> <p>Action: Contingency plan to be written and determined.</p> <p>Action: Circulate balance finance sheet on a monthly basis to Trustees.</p> <p>Action: GDPR and non-financial risks need to be reviewed along with the Risk Register.</p> <p>Action: Trustees take special care and list any related parties; spouses, girlfriends, children, and the companies worked for if in a managerial position, to avoid any potential conflicts of interests.</p> <p>The Board agreed and signed the financial report to be accurate.</p>	<p>AA</p> <p>AA</p> <p>AA</p> <p>Board AA Board Board</p>
8.	Tree Advice Trust - the AA retains the intellectual property rights, which is recorded in the Financial Accounts for a nominal sum of £1k as it is difficult to place a specific value on it.	Done
9.	<p>Any Other Business - future topic suggestions include:</p> <ul style="list-style-type: none"> ➤ Environmental projects to make concreted areas greener, such as; Project 2 Green Manchester, and NHS Forests to be linked on the website. ➤ Note, there is talk on ArbTalk of offering a tree planting ceremony for David Shepherd, an AA member who unfortunately passed away recently. 	<p>Done</p> <p>Noted</p>
10.	<p>Dates and venues of 2017 meetings:</p> <ul style="list-style-type: none"> ➤ Thursday 13th July - Boardroom 1, IoM³ London, 297 Euston Road, NW1 3AQ <i>(note change of date from originally proposed 20th July)</i> ➤ Monday 11th September (AGM) - Alumni Auditorium, The Forum, Streatham Campus, University of Exeter, EX4 4QJ ➤ Thursday 16th November - AA HQ, The Malthouse, Stonehouse, GL10 3DL 	