

**Arboricultural Association**

**Minutes of the Trustees Meeting**

**Held on Thursday 9<sup>th</sup> July 2015**

**at The Friends House, 173 Euston Road, London, NW1 2BJ**

**Present** Jago Keen (JK) Chair  
Mike Sankus (MS) Vice Chair  
Laurence Vine-Chatterton (LVC) Treasurer  
Jo Ryan (JR) Simon Holmes (SH)  
Jim Quaife (JQ) Peter Wharton (PW)  
Nick Beardmore (NB) Mark Hemming (MH)  
Alan Parker (AP) (Item 5)

Staff Karen Martin (KM) Chief Executive Officer  
Sally Wakefield (SW)) Minutes

**Apologies** Jaime Bray (JB), Jon Heuch (JH), Keith Sacre (KS), Ann Currell (AC), Robin Jackson (RJ)

<b>1</b>	<b>Apologies for Absence</b> As above.
<b>2</b>	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>It was agreed that any Conflict of Interest would be put on every Committee agenda and raised at each meeting. There were no identified conflicts of interest.</li><li>Confirmation email to be sent to Chairs of Committees.</li></ul>
<b>3</b>	<b>Minutes of Board Meeting held on Monday 7<sup>th</sup> May 2015 to approve as a correct record</b> <ul style="list-style-type: none"><li>The minutes were approved as a correct record following one change.<sup>1</sup></li><li>Item 3. LVC confirmed that a full set of audited accounts had been presented and a summary unaudited balance sheet would be available for the next meeting.</li></ul> <b>Actions outstanding as follows:</b> <ul style="list-style-type: none"><li>VAT implications apply if The Malthouse property was sold, the form to be completed.</li><li>ARB magazine articles. Tree ID. MH proposed to meet with Jerry Dicker to identify what could be produced.</li><li>Planting trees near boundaries. It was explained this was for dealing with neighbourly disputes and best practice. JK stated it must be drafted by 31<sup>st</sup> August.</li><li>Website – Photos of Trustees to be taken at AGM, biography to come from their applications.</li><li>The Trustees approved and adopted the Accounts for 2014. Letters of authorisation are with Hazlewoods for LVC to sign.</li><li>KM confirmed that a contingency of £10,000 has been noted in the budgeted costs for project simplicity.</li><li>KM confirmed that arrangements had been put in place for staff</li></ul>

<sup>1</sup> The revised minutes were circulated to the Trustees 27 July 2015

	<p>pensions from July.</p> <ul style="list-style-type: none"> <li>• C018 Complaint. KM reported that the Panel’s decision had been reviewed and upheld. The complainant had been sent a letter informing them of the outcome.</li> <li>• KM noted that a Committee Chair Report had not been received from AWG.</li> <li>• It was proposed that an Award be made in memory of Bill Kew-Winder</li> <li>• Honorary Fellowship – SH reported that a paper had been completed and will be tabled at the Professional Committee. A letter will be ready on Monday to be sent to the two proposed individuals.</li> <li>• It was noted that the next Board meeting will be held directly after the AGM on the 21<sup>st</sup> September in Warwick.</li> <li>• JB to be part of the 2016 Conference Team.</li> <li>• At the request of JH the Trustees discussed the possibility of changing the November meeting date. After some deliberation it was agreed that it would need to remain the 19<sup>th</sup>. However for 2016 early arrangements would be put in place to ensure the year’s calendar best met Trustees’ availability.</li> <li>• Trustee and Committee nominations. It was agreed that we would advise nominees to bring diaries to the AGM to enable the arranging of dates for 2016.</li> <li>• It was debated whether there should in future be a declaration of Trustee requirements on the voting form for nominees.</li> </ul>
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6	<p><b>Chief Executive’s Report</b></p> <ul style="list-style-type: none"> <li>• <b>Staff Resources</b> <ul style="list-style-type: none"> <li>○ KM informed the Trustees that Stephen Hodsman is now spending 4 days a week on membership to backfill for Jess as she works on Project Simplicity.</li> </ul> </li> <li>• <b>Systems</b> <ul style="list-style-type: none"> <li>○ KM shared the Google analytics data showing an increase of 19000 hits since January 2013. There is an increasing trend towards mobile access. It was noted that our current web is not mobile friendly, but the new one will be.</li> <li>○ In the future we will look at working with Local authorities and tree officers in future to see how we can assist them.</li> </ul> </li> <li>• <b>Membership</b> <ul style="list-style-type: none"> <li>○ KM stated that a survey is being carried out on the 300 members who have not re-joined in 2015.</li> </ul> </li> <li>• <b>Approved Contractors</b> <ul style="list-style-type: none"> <li>○ KM stated that these are on target. MS asked KM to consider the geographical order in which workshops to generate interest in the scheme are undertaken and the seasonal impact that this may have.</li> </ul> </li> <li>• <b>Registered Consultants</b> <ul style="list-style-type: none"> <li>○ RC Standards Day. A survey was sent out following the course to establish what is important to them. We had</li> </ul> </li> </ul>

received a disappointing response despite being sent out twice.

- A question was raised as to whether the RCs should be reassessed in the same manner as ACs. SH stated that the Professional Committee were considering the process and when complete they would look at revalidation.
- KM reported that the CPD process is changing to a more qualitative approach and a new form is on the website that will be much easier to complete. This has been presented to, and approved by Professional Committee

- **Conference**

- KM advised that she will be regularly monitoring the income stream and footfall in comparison to last year.
- PW asked if the field trip to Stoneleigh had been confirmed. Post meeting note: Simon Richmond stated that it had been confirmed.
- The Trustees deliberated how best to have the entrance to the AGM as last year had been quite a slow process checking members in. JK enquired if it would be possible to have bar codes on name badges and also suggested having four tables for members to walk through alphabetically eg a-g, h-n etc. It was agreed a better mechanism be in place for the 2015 AGM
- KM asked the Trustees if they would be able to assist with the collecting of votes at the AGM.

- **Assessors Qualifications**

- KM stated that we were in contact with LCK Associates which could offer assessors the opportunity of additional training which would enable them to gain national recognition as Assessors.

7	<p><b>Arb Show</b></p> <ul style="list-style-type: none"> <li>• KM reported that it had been the most successful show to date in terms of numbers of visitors, exhibitors and profit. MS suggested that next year we consider having a 'paid' draw for members to enter with a substantial prize. Trustees agreed that the show should be held at the Westonbirt Arboretum in 2016 and consider a 3-year deal.</li> </ul>
8	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• MS reported that the draft to the changes to the Memorandum and Articles of Association had been received back from the solicitor. He stated that it needs to be voted in by members at the AGM and will therefore need to be sent out a minimum of 21 days prior to the AGM. KM and MS to discuss further.</li> </ul>
9	<p><b>Revised Complaints Procedure for final Board approval</b></p> <ul style="list-style-type: none"> <li>• MS tabled the Draft Version 8 and noted that if was not necessary for it to be a confidential procedure. It was agreed to make several amendments as proposed by JH including remove 'or is likely to be' if subject of a court proceeding. JQ suggested, and this was agreed by the Trustees that we do not advise people to seek legal advice, rather we should say to seek 'appropriate advice'. We heard JH's comments and discussed each in turn.</li> <li>• It was agreed to go live on Thursday 16<sup>th</sup>, and that it would be reviewed by the Professional Committee after six months.</li> </ul>
10	<p><b>Special Award</b></p> <ul style="list-style-type: none"> <li>• The Board heard that a retirement gift will be sourced and presented to Frances Hurst as opposed to a Special Award.</li> </ul>
11	<p><b>Committee Chair Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Education and Training Committee</b> <ul style="list-style-type: none"> <li>○ SH declared an interest as he is a moderator for ABC and sits on the ICF PESC Committee.</li> <li>○ SH raised that he had been in touch with KF and heard that they would be favourable to the AA discussing with ABC how they might alter the Level 6 to make it eligible for points.</li> <li>○ SH mentioned there may be a complaint raised about the devaluing of Level 6 for ICF entry.</li> <li>○ It was agreed that a SH as Board member of the ICF explore why the ICF no longer recognised Level 6</li> </ul> </li> <li>• <b>Professional Committee</b> <ul style="list-style-type: none"> <li>○ SH reported that the Committee had not met since the last Board meeting hence nothing to report. The next meeting is scheduled for the 29<sup>th</sup> July.</li> </ul> </li> <li>• <b>Media and Communications Committee</b> <ul style="list-style-type: none"> <li>○ PW reported that the Committee last met on 28<sup>th</sup> May. The Board deliberated on why Nick Potts was not a Member – PW to determine</li> <li>○ Marketing is improving with the addition of Stephen Hodsman to the team. M&amp;C are currently looking at the new logo which is going out to 3 companies. PW is liaising with Chris Martin and confirmed it would be ready for the new website design in December.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ PW stated that a written response was required prior to the AGM re. the question raised by John Chaplin about a Library to inform him of the outcome of initial considerations. It had been discussed at the M&amp;C meeting and at the Board and was not considered a priority for this year. JR agreed to liaise with university library and with NB.</li> <li>○ PW informed the Trustees that a new Committee Chair would need to be appointed at the AGM as he would be standing down. The Board expressed a vote of thanks to PW for his work during the past 3 years as Chair of M&amp;C.</li> </ul>
12	<p><b>External Liaison</b></p> <ul style="list-style-type: none"> <li>• <b>Arb Australia.</b> JK reported on his recent visit. He stated that utility companies are big sponsors of conferences there.</li> <li>• <b>APPGHG.</b> JK reported on a visit to Hampton Court and stated that he had received a letter to speak to the Select Committee on the built environment.</li> <li>• <b>Biosecurity.</b> After discussion it was agreed that JR would produce a 5 point position statement to take to a parliamentary group.</li> <li>• APPGHG there was confirmation / discussion on the event the AA would run for this ie a bus tour to Capel Manor in October.</li> <li>• <b>I-Tree.</b> KM informed the Board that a meeting is scheduled for 20<sup>th</sup> July and Version 6 will be released in September. A discussion took place on how to market and promote it. JK reported he had received an offer of a space in technology sector of RHS Chelsea Flower Show to demonstrate the benefit of trees.</li> <li>• <b>TCPA.</b> KM has written to the Chief Executive but has to date received no response, Chris Martin is pursuing.</li> <li>• <b>IFLA</b> invited JK to be on the jury for urban tree diversity in design competition. JK has agreed to do.</li> <li>• <b>Northern Branch.</b> There was a discussion on the proposed East/West split. JR to check if money has been transferred.</li> </ul>
13	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• JK stated that a proposed increase to membership subscriptions and AC / RC schemes will be dealt with by email vote of Trustees later in the year</li> <li>• JK reported that Lord Framlingham had said good things about the AA work in his key note address at the Barcham conference and JK is making contact.</li> <li>• MS proposed that if Chairs of Committees were unable to attend Board meetings that a Vice Chair should attend to report on their behalf. This was agreed by the Board.</li> <li>• MS requested that meetings do not start before 10.30 to take advantage of cheaper rail fares.</li> <li>• MH expressed his thanks to HQ staff for their efforts at Arb Show.</li> <li>• Charles Myners and Ian Phillips to work with KM re literature from the Tree Advice Trust and placing this on the AA web.</li> <li>• SH passed on his condolences on the recent death of Mike Volp</li> <li>• KM is speaking to Jonathan Cocking regarding complaint CO16.</li> <li>• It was reported that Ann Currell will be stepping down from the Board. The Board expressed their thanks to her for her work during the past few years. All trustees stepping down this AGM</li> </ul>

	<p>were thanked by the board for their contribution.</p> <ul style="list-style-type: none"> <li>• AGM. AA nominations for Trustees and Committee members are being emailed to members today and paper copies being sent early next week. SW will be requesting reports for AGM papers.</li> </ul>
<b>14</b>	•
<b>15</b>	•
<b>16</b>	<p><b>Dates of next meeting</b></p> <ul style="list-style-type: none"> <li>• Monday 21 September 2015 – Following the AGM at Warwick University (early evening meeting)</li> <li>• Thursday 19 November 2015 – Friends House</li> </ul>