

## TRUSTEE BOARD MEETING MINUTES

Post-AGM Extraordinary Board Meeting

Thursday, August 31<sup>st</sup> 2024

Online at 2000.



In attendance: Michelle Ryan (MR, Chair), Neil Davies (ND, Vice Chair), Paul Barton (PB), Alan Simson (AS), Stella Bolam (SB), Rob Murison (RM), Sarah Kiss (SK).

Sarah Armstrong (SA), and Laura Ancell (LA) joined the meeting after item 2.

Staff: John Parker (JP).

Apologies: Liz Nicholls (LN), Keith Sacre (KS), Steve Westmore (SW).

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## MINUTES

### 1. Opening

#### 1.1 Introductions and welcome

Attendees recorded for minutes as above

MR thanked everyone for their help and support during her time as Chair, and also said thank you to the staff team who work for the Association.

#### 1.2 Apologies for absence

Apologies were received by LN, SW and KS.

#### 1.3 Conflicts of interest

No conflicts of interest were declared

### 2. Election of Co-opted Trustees

With the new Articles of Association accepted by the membership at the AGM 2024, there are now eight elected and four co-opted places on the Board.

PB proposed Steve Westmore as a Co-opted Trustee. SK seconded, all voted in favour.

SK proposed Sarah Armstrong as a Co-opted Trustee. PB seconded, all voted in favour.

AS proposed Liz Nicholls as a Co-opted Trustee. SB seconded, all voted in favour.

AS proposed Laura Ancell as a Co-opted Trustee. ND seconded, all voted in favour.

At this point SA and LA joined the meeting, and the Board made introductions for LA's benefit.

SW, SA, LN and LA are duly Co-opted to the Board of Trustees for a term of one year, to be reviewed at the Board meeting following AGM 2025.

### **3. Appointment of roles**

#### **3.1 Chair**

JP invited nominations from Board members for the role of Chair.

MR proposed Neil Davies be elected Chair. PB seconded, all voted in favour.

*ND assumed the Chair.*

#### **3.2 Vice Chair**

JP invited nominations from Board members for the role of Vice Chair.

SK proposed Michelle Ryan be elected as Vice Chair. ND seconded, all voted in favour.

It is agreed that MR will take the role of Vice Chair for one year in order to support ND with the transition.

#### **3.3 Treasurer**

JP invited nominations from Board members for the role of Treasurer.

SB proposed Rob Murison be elected Treasurer. SA seconded, all voted in favour.

### **4. Committee appointments**

It was agreed that Committee appointments could be done via email.

### **5. Any other business**

JP updated the Board about an ongoing complaint which they needed to be aware of.

JP updated the Board about the positive developments in the CRM renewal project.

### **6. Date of next meeting**

The next meeting is scheduled for November 11<sup>th</sup>, online at 1500.

**ACTION: JP to email Board asking for Committee preferences.**

**ACTION: JP to arrange for the website to be updated with new Trustee information.**

**ACTION: JP to arrange for Companies House and the Charity Commission to be updated.**

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Meeting closed at 2045

Minutes to be circulated to all Trustees and posted online once approved at the next meeting.