

Minutes of the Trustees Meeting – Thursday 11<sup>th</sup> February 2021  
Held via Zoom at 6.00pm.

**Trustees Present:**

Michelle Ryan (Chair), Navin Sehmi (Vice Chair); Laurence Vine Chatterton (LCV) (Treasurer), Paul Barton (PB), Jaime Bray (JB), Alastair Durkin (AD), Jenny Long (JL), Mike Sankus (MS).

**Apologies:** Ian Murat (IM); Keith Sacre (KS); Alan Simson (AS).

**Staff:**

Stewart Wardrop (SW) (CEO)

Item	Agenda Item	Action
1.1	A confidential electronic recording of the meeting was taken, to be held by the CEO. NB – the recording ended at item 6.2 before item 6.3 was discussed. There were no conflicts of interest declared.	
1.2	Apologies for absence <del>None – all trustees were present.</del>	
2.	2.1. Minutes of the Trustee Meeting held on the 26 <sup>th</sup> November 2020  With no action points arising that would not be covered by the meeting agenda the Trustees unanimously approved the minutes of the 26 <sup>th</sup> November 2020.	
3.	Finance 2021  3.1 Draft Management Accounts 2020 The CEO updated trustees as to the draft accounts for 2020 which currently indicated a loss of some £93k. The forecast back in April/May 2020 was a loss of around £120k. The improvement arose from managing expenditure, mitigation actions including redundancies, furlough payment receipts and several income lines performing better than expected i.e. publications through the pre-ordering of technical guides.	

	<p>LVC commented that with turnover down some £490k from 2019 the result was an improvement on what could have been expected.</p> <p>JL asked about whether we had considered charging for the digital arb show. CEO responded that due to the time pressure and need to offer continuity and support we decided not to charge for the event. We are looking at monetising various elements of the 2021 digital arb event.</p> <p><b>3.2 Balance Sheet</b>  <b>Action</b> - Need to ensure the mortgage balance and the Business interruption loan are stated separately as the BIL is not secured against the HQ property. The mortgage should be paid off in full before the BIL repayments begin in Aug 2021.  <b>Action</b> – Hanif to check as to whether the first BIL payments can be furthered delayed by another 6 months considering the recent Government announcements.  Cash as of the meeting date was £429k – a good level however the BIL may be needed around the typical cash low point of Oct/Nov.</p> <p><b>3.3 Asset Register</b>  Has been cleaned ahead of the transition from Netsuite to Xero – we will realise an annual saving of some £18k/annum. We had taken a decision to fully expense the TG authorship costs into 2020.</p> <p><b>3.4 Draft 2021 Budgets</b>  The CEO presented two forecast budgets for 2021.</p> <p>A base case budget plus a more optimistic budget assuming CV19 impact reduces quickly during the second half of 2021.</p> <ul style="list-style-type: none"> <li>• Base Case turnover £1194k with a forecast loss of £37.5k.</li> <li>• Optimistic Case turnover £1274k delivering a break-even result.</li> </ul> <p>Discussion regarding conference pricing both event attendee and digital versions took place. CEO explained the conundrum that we faced given the uncertainty over the relaxation of CV19 regulations.</p> <p>PB &amp; AD both commented that once lockdown is over the conference could be a much larger than forecast event as it may be the first opportunity for members to get together.  CEO responded that there is undoubtedly some potential upside should an unhindered conference take place – albeit with a reduced number of overseas visitors who may be able to access the conference content via digital means. The digital option offers some protection should CV19 restrictions still be in place however we need to invest in a good digital platform to ensure a good attendee experience.</p> <p>LVC commented that the Association has the necessary resources in place to withstand the base case budgeted loss.</p>	<p>HB ✓</p> <p>HB ✓</p>
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<p>4.</p>	<p><b>4.1. CEO Operational Update</b> No questions arising.</p> <p><b>4.2 BRG Updates</b> No questions arising.</p>	
<p>5.</p>	<p><b>Committee Updates</b></p> <p><b>5.1 Education &amp; Training (IM)</b> CEO advised that -</p> <ul style="list-style-type: none"> <li>• IM attended the recent meeting but due to his absence from the meeting the CEO read out Will Rolph (E&amp;T Chair) arb mag article covering -</li> <li>• RC Scheme developments and the training schedule for the year,</li> <li>• Apprenticeship development and support activity including a forthcoming industry facing questionnaire,</li> <li>• Lantra "R2" variation development which E&amp;T intend to be heavily involved with in the future.</li> <li>• The growing weekly webinar output has been generating very useful CPD opportunities for members.</li> </ul> <p><b>5.2 Professional Committee (MS)</b> MS reported that -</p> <ul style="list-style-type: none"> <li>• Review of BS5837 &amp; 3998 - awaiting Jim Smith.</li> <li>• GN 8 &amp; 9 - parked up for now.</li> <li>• DEFRA ash die back group - MS liaising with John Parker.</li> <li>• One Fellow application approved (Simon Cox)</li> <li>• Draft of the arb impact study still awaited.</li> <li>• RC application process has now been signed off.</li> </ul> <p>• 2021 AC scheme standard has been agreed -</p> <p><b>Action</b> - updated and improved layout AC document to be circulated to PC ahead of next meeting.</p> <ul style="list-style-type: none"> <li>• Overseas AC application was discussed at some length; NB - suspect we may receive overseas RC applications shortly as well.</li> </ul> <p><b>Action</b> - it was agreed that NS would lead a small working group looking at the implications of such overseas applications, with a summary report to be provided to both PC and trustees.</p> <ul style="list-style-type: none"> <li>• New retired grade - at Technician level to compliment Prof and Fellow retired grades. Proposed - AD; Seconded - NS and unanimously agreed that all qualified grades can be offered as a retired status (appropriate to the last full year of association membership); the fee to be the same for all three retired grades.</li> </ul> <p><b>Action</b> - CEO to advise membership to make appropriate changes.</p>	<p>CEO ✓ ON WEBSITE.</p> <p>NS ✓ ON GOING</p> <p>CEO ✓ DONE</p>

	<p><b>5.3 Media &amp; Communications Committee (JL)</b>          JL reported that -</p> <ul style="list-style-type: none"> <li>• School's membership has been launched at Stonehouse primary school, the lessons learned, and feedback gained will help shape the project going forward.</li> <li>• All members are promoting the new Tree Care Supporter activity – to date over 3000 ages views and 19 signed up.</li> <li>• Alan Rowe was on Radio Cornwall discussing ADB also mentioned the AA and he pushed the Tree care supporter grade.</li> <li>• M&amp;C committee are working on more public facing ADB signposting. Plan to produce a template that can be circulated and used by all branches and areas of the country.</li> <li>• We now have 5 video testimonials produced for use on the forthcoming careers portal.</li> <li>• M&amp;C also looking at various AA website landing pages with a view to freshening up the content where appropriate.</li> </ul> <p>JL also requested that the HQ team produced the meeting minutes promptly after each meeting.  <b>Action</b> – CEO to advise Steve Hodsman to ensure this occurs.</p>	<p>CEO ✓ Done.</p>
<p>6.</p>	<p><b>Items for discussion and decision</b></p> <p><b>6.1. Hon Treasurer Position</b>          4 applications received, candidates to be interviewed.  <b>Action</b> – CEO to coordinate with MR, NS, LVC and HB to arrange to interview asap as if a preferred candidate can be identified quickly, they can participate in AA trustee meetings ahead of September AGM.</p> <p><b>6.2 Staffing plans 2021</b>          The CEO presented various potential staffing plans about staffing levels against various future scenarios.  <b>Action</b> – updated versions will be presented at the Trustee meeting on the 30<sup>th</sup> March along with risk register and updated management accounts for 2020.</p> <p><b>6.3 CEO recruitment</b>          The CEO left the discussion at this point – trustees debated the matter at some length.</p> <p>The CEO was asked to re-join the meeting and was requested to arrange an additional trustee meeting within the next 7days so that the matter could be discussed further.  <b>Action</b> – CEO to arrange a further Trustee meeting to discuss CEO recruitment.</p>	<p>CEO ✓</p> <p>Have been ✓          CEO ✓</p> <p>CEO ✓          Done</p>

7.	<p><b>Items for Information</b></p> <p>JB requested an update on the Lantra R2 Skills plus project – the CEO and NS responded by advising that the project is at an early stage with many items still to be resolved not least of which would be funding.</p> <p>The CEO advised that information was still awaited form the local authority involved with the prosecution of an AC member. All agreed to await all information from all parties.</p>	
	<p><b>Confidential items</b></p> <p>No items were deemed to be confidential.</p> <p><b>The meeting closed at 8.04pm.</b></p>	

**Distribution:** All Trustees, CEO and Finance Manager