Arboricultural Association

Minutes of the Trustees Meeting held on Wednesday 12 March 2014 at the offices of the Institute of Minerals, 1 Carlton House Terrace, London

Present Trustees Jago Keen (JK) Chair

Peter Wharton (PW) Vice Chair

Simon Holmes (SH)

Nick Beardmore (NB)

Mark Hemmings (MH)

Jo Ryan (JR)

John Heuch (JH)

Peter Holloway (PH)

Ann Currell (AC)

Karl Lee (KL)

Mike Sankus (MSa) Robin Jackson (RJ)

Jonathan Cocking (JC) Laurence Vine-Chatterton (LVC)

Staff Karen Martin (KM) Chief Executive

Melanie Sutherland (MSu) Minutes

Apologies Trustees Keith Sacre (KS)

Jim Quaife (JQ)

Martyn Thomas (MT)

	Confidential Items in Grey	ACTION
1	Apologies for Absence	
	As above.	
2	Declaration of Interests	
	The sheet was distributed and signed by all those present.	
3	Minutes of Board Meeting held on the 21 November 2013	
3 (a)	To approve as a correct record	
	Corrections needed:-	
	15.1 Any Other Business	
	Feedback of CEO Review meeting and remuneration	
	PH expressed concern that the wording concerning the remuneration	
	package for the CEO did not fully reflect the discussion. After some	
	debate it was agreed that we should vote to ratify the decision taken in	
	respect of the remuneration. The vote was 9 in favour, no votes against	
	and 2 abstentions.	
	18 Date of Next Meetings - venue should read Institute of Minerals	
3 (b)	To check status of action points	
	4.2 Action Points From Meeting of 22 August 2013	
	3.2 The Malthouse - PHol - two provisional dates postponed; now	
	planned to take place in April in conjunction with Simon Richmond.	
	Karen Martin and Ann Currell joined the meeting	
3	Minutes of Board Meeting held on the 21 November 2013 - continued	
3 (b)	To check status of action points - continued	
	5 5.4 Google Analytics Analysis	
	Website - new home page - PW reported this was on-going with change:	S PW
	being made in the short term to improve appearance.	PVV
	7 Business Plan - 2014 and Proposal Plan - Registered Consultants	
	SH reported that paperwork still not through from Peter Annett	CII
	following meeting on the 18 October 2013 and he will continue to chase	SH
	him.	
	AATL Directors to be advised of the position - KM dealing.	KM
	10 2014 - 50 th Anniversary Year - thank you letters sent by Chair and KM	
	has sent a thank you letter to the sponsor of the slide rules.	
	continued	

3 3 (b)	Minutes of Board Meeting held on the 21 November 2013 - continued To check status of action points - continued	
	12 Projects Trustee Handbook - links to governance - AC will report later.	AC
	13 Risk Register 13.2 Mitigation of Risks - "check content team" - on-going. Immediate corrections/amendments have been made.	
	15 Any Other Business	
	15.2 The Malthouse - KM has written to Sid Oakhill as agreed. The neighbouring nursery, including house, is now on the market. 15.3 AGM Minutes - dealt with.	
	Having made the amendments referred to in 3 (a) above the minutes were proposed as correct and vote taken to accept - 13 in favour and 1 abstention as not present at last meeting.	
4	Finances	
5	Chief Executive's Report	
	Jonathan Cocking joined the meeting	
6	External Liaison	
7	Communications and Manhatina Plan 2014	
7	 Communications and Marketing Plan 2014 KM reported Document distributed prior to the meeting. Database is key task and has high priority. 	
	 Regular member emails essential - any information from Trustees on topics suitable is encouraged - 100 word articles to Chris Martin. Marketing is a new function for the Association and is critical for the future growth. 	ALL
8	Governance	
9	Business Review Group (BRG)	
	JK reported that matters raised at BRG meetings come to the Board for review.	
	 The last meeting which took place on the 4 February 2014 looked at:- The Malthouse 	
	FinancesNetsuite	
,	Aged Debt - running wellStrategy - KPI's needed	
	Strategy - KPI's neededKPI's	
	 JK proposed draft KPI's following BRG meeting for discussion Conference KPI thought necessary - to be added - JK 	JK
	 Conference KPI thought necessary - to be added - JK Training KPI thought necessary (number of events) - JK 	JK
ļ	 Maximum of 12 KPI's replicated in Business Plan and linked to Strategy 	JK
	 Document to be up-dated and sent to Trustees. 	
10	Committee Chair Reports	
10 (a)	Education and Training Committee RJ reported	
	Attendance at last two meetings has been poor and RJ writing to those who were not available to gauge commitment to the duties of the Committee.	

10	Committee Chair Reports – continued	
10 (a)	Education and Training Committee - continued	
	RJ remains as Chair with Julie Webb (Sadler) as Vice Chair.	
	Lots of organisational changes in governing bodies - Lantra and City and	
	Guilds.	
	Working on e-learning.	
	Government funding for qualifications - lots of changes ahead.	
	Process for Non-UK member applications now in place.	
	Research Fund 2014 - two applications received to date. Closing date is the	
	end of March.	
10 (b)	Professional Committee	
	SH reported	
	Committee last met on the 5 March 2014.	
	2 new members - Tim Pusey and Chris Griffies.	
	CWG - key roles identified and 2 nominations for Chair with 4 out of the	
	original 5 members also expressing interest in returning. SH organising	SH
	meeting date.	
	Liaison Strategy - continuing to work on this.	
	Fellowship - should new members applying for the Fellow grade be given	
	Chartered Environmental status? JQ investigating.	
	AWG - recently met under Chair of Jaime Bray. Needs to recruit new	
	members.	
	Review of Code of Ethics and Professional Conduct - on-going.	KM/SH
	Survey of non renewing members to be implemented	
10 (c)	Media and Communications Committee	
== (=)	NB ran through the report submitted.	
	NB commented that the Trustees need to recognise the contribution made	
	by Chris Martin and his work with the committee on marketing.	
	RATS - concern expressed at complexity of arrangement and the financial	
	viability. Claire Nash is working through the project and will report back to	
	the M&C committee and then NB will up-date the Board.	NB
	NB expressed thanks to Jason Ward (webmaster) for the work he has done	
	and continues to do on the website and member emails via the committee.	
11	2014 - 50 th Anniversary Year	
	PW reported	
	Bad weather has delayed one or two events planned for early 2014.	
	Don Wells Memorial Event took place and was a successful event.	
	18 March2014 - Millennium Seed Bank event	
	25 March 2014 - Wisley Tree Planting/Press Day	
	 165 invites distributed 	
	 Presentations planned 	
	23 July 2014 - Hilliers - Founding Fathers	
	o 50/60 invited - afternoon tea	
	A request for information about the Association's history will be placed in	
	the next eNews - photos etc - for a publication in 2015.	
12	Branches	
	NB reported	
	Branching Out Meeting held on the 11 February 2014 in Manchester.	
	Not all branches sent representatives which was disappointing.	
	Some concerns:-	
	 Annual General Meetings - not taking place in all branches 	
	 Election of Officers - not taking place in all branches 	
	 Branch Manual - not all following the Manual 	
	continued	

12	Branches - continued	
	 Need to ensure non-conforming branches follow procedures. How? 	
	Branches who are "active" with training events to help those who have not	
	run events to date.	
	The new Technical Officer will help link branches with the H/Q.	
	The new reclinical officer will help link of affected with the riy q.	
13	The Malthouse	
	Report submitted by Simon Richmond was reviewed and KM to keep the	
	Trustees up-dated.	KM
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14	Appeal Review CO16	
15	External Liaison	
15.1	Arb Australia	
	KM opening key note speaker - Conference in Australia - April 2014	KM
15.2	Forestry Commission (OPM)	
	Guidance Notes - oak debris - Andrew Poynter assisting with publication.	
15.3	Forestry Commission	
10.0		
45.4	Working together on several projects The Tree Council	
15.4	The Tree Council	
	JK and KM building relationships.	
15.5	RFS	
	JK has met with Chairman concerning possible joint work in the future.	
15.6	EAC	
	JC reported - AGM to be held in Frankfurt in June 2014; he will attend.	
	Publications - Pruning Guide - can we obtain copies and sell in the UK for the	
	EAC? JC to establish and report back to Trustees.	JC
15.7	BioSecurity	
	Plant Health Strategy published	
	J	
	Announcement due on tree health research project funding is due at the	
	end of March.	
	Taskforce to get involved - Paul Hanson (Scotland) Jonathon Cocking	
	(Northern) and Jon Heuch (South East).	
15.8	RTPI	
	JK has met with Deputy Head of Research and Development.	
15.9	Fund4trees.org.uk/donate/just-one-job	
	JC to ask Russell Ball to write a few words for the Association to send to	16
	contractors stating why they should donate.	JC
15.10	Trees People and the built Environment II	
	KM Chairing a session at the Conference on the 2 April 2014 on Urban Climate	
	and Tree Growth.	KM
16	Any Other Business	
16.1	Karen Martin	
	KM reported that with effect from 1 February 2014 she had reverted back to	
	full time working, due to pressure of work.	
	The situation will be reviewed again in the summer.	
16.2	High Level Technical Expertise	
	KM advised the Trustees that the loss of the p/t Technical Officer Guy	
	Watson had removed a level of expertise from the AA which could not be	
	replaced internally.	
	On a day to day basis this does not create issues, however for applicants	
	seeking Professional status through a portfolio assessment we need to	
	outsource this work. It was proposed and agreed that we do so	
	(approximately 2 per year) and charge in line with SocEnv there was a fee for	
	a portfolio assessment and a fee for an interview	

16	Any Other Business - continued	
16.3	British Standards (Bats)	
	SH advised that the response from Trustees re the value and need for a new	
	standard varied with the majority of those responding not supportive . The	
	Trustees discussed the matter and it was agreed that SH advise the British	
	Standards that we are supportive of a consistent approach and guidance and	
	documentation but at this point are not convinced of the value of a Standard	SH
	and the associated costs and issues	
16.4	Blue Book	
	To investigate the production of a new Blue Book by Peter Annett. What progress has been made?	SH/KM
16.5	Honorary Fellowship	
	It was agreed that the Professional Committee will review nominations for	
	referral to Trustees for approval; approximately 2/3 maximum per year if at all.	SH
17	Risk Register	
18	Determination of items to remain confidential	
	4 Finances	
	5 Chief Executive's Report	
	6 External Liaison	
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19	 6 External Liaison 8 Governance 14 Appeal Review CO16 	
19	6 External Liaison 8 Governance 14 Appeal Review CO16 17 Risk Register Dates for Future Meetings	
19	6 External Liaison 8 Governance 14 Appeal Review CO16 17 Risk Register Dates for Future Meetings Thursday 8 May 2014 - Institute of Minerals - London	
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