

Draft Minutes of the Executive Committee

20th November 2022

Held at 12.30 via Zoom



Present: Debra Allen, Tina Dunstan, Magda Gryczmanska, Essex Havard, Claire Lawson, Jenny Newbury, Julie Payne, Alain Thomas,

In attendance: Tim Doyle, Karen Townend

Apologies: Claire Gardner

Agenda Item	
1.	Welcome
	AT welcomed everyone to the meeting and introductions were made to new trustees JN and JP.
2.	Declarations of interest
	There were none.
3.	Election of Officers
	<ul style="list-style-type: none">• Chair AT stood down as Chair and DA then asked for nominations for Chair of the new board of trustees. CL proposed AT as Chair and this was seconded by DA. AT was unanimously approved as Chair.• Treasurer TD is drafting a treasurer's role description and will circulate the document to trustees for their input. The voluntary role will then be advertised on Reach and the successful candidate will be co-opted onto the board. TD offered to cover the role in the interim, although she does not have a background in finance. DA proposed TD as Treasurer and this was seconded by AT. TD was unanimously approved as Treasurer.• Vice Chair AT proposed DA as Vice Chair and this was seconded by CL. DA was unanimously approved as Vice Chair.• Secretary (including Company Secretary) AT proposed CL as Secretary and this was seconded by TD. CL was unanimously approved as Secretary. <p>TD was thanked for standing in as treasurer until someone with the relevant financial expertise can be identified and co-opted onto the board. As new trustees, JN and JP were invited to consider if there is a particular contribution they would like to make, without any expectation that they would need to take on a specific role quickly.</p>
4.	Practical arrangements
a)	Email addresses, Google Drive information and Induction for new trustees <ul style="list-style-type: none">• TDoyle will provide JN and JP with email addresses, information about Google Drive, ASM accounts and access to the Trustees' folders on Google Drive.• JN and JP were informed of the Trustee Code of Conduct and the Confidentiality Clause - as trustees they will be party to a lot of information, much of which must not be shared outside of the group of trustees.• AT and DA will meet with JN and JP for their induction. AT will also review the induction pack which needs revising and updating. Existing trustees were asked to send JN and JP a brief email outlining their own specific areas of responsibility.• TDoyle will arrange a guided tour of Google and ASM to familiarise JN and JP with the systems.

<p>b)</p> <p>c)</p>	<p>Zoom arrangements for the first meeting</p> <ul style="list-style-type: none"> • The first meeting of the new board will be on Sunday 11th December at 10.00. As CL is away during December, TDoyle will email trustees a link to the meeting, and a link to the folder containing the agenda, minutes and any reports to be read prior to the meeting. This will be done a week before the meeting. <p>Co-option of trustees</p> <ul style="list-style-type: none"> • Malcom Eames had been unable to attend the AGM due to serious illness in his family and was therefore not available to answer questions at the AGM, so his nomination could not be considered as a result. EH proposed that ME be co-opted onto the board as a trustee and this was seconded by MG. Unanimously approved.
<p>5.</p>	<p>Date of the first meeting of trustees for 2022-23</p>
	<ul style="list-style-type: none"> • Sunday 11th December at 10.00 via Zoom