



Trustees meeting for AVP Britain

Greystone Centre, London. 09/12/16 1100-1700

The Trustees present at the meeting were Alan Saleh (AS), Joan Neary, (JN) Colin Mallinson (CM), Anne Martin (AM), Jane Harries JH)

Apologies were received from Peter Horton (PH) (holiday) and Christina Sergeant (CS)(last minute work commitment).

- 1) Opening – the opening was on our aims for the day.
- 2) Apologies - An E Mail was read out from Christina whereby she indicated that she would need a telephone conversation regarding her future with the organisation. It was agreed that AM would enact this call at her earliest opportunity and inform Christina that we would be looking to find a new treasurer as soon as possible.
- 3) Minutes of the last meeting held 21st October 16 at Woodbrooke Birmingham. The Minutes were passed as correct with the following correction: of it should read expenses guidelines not finances guidelines. (2b) part 11 should also include strategy and business plan, website and communication, national co-ordination, equality and diversity, and regional responsibilities. Alan proposed them and Joan seconded.
- 4) Treasurers report. No treasurer was present to give a report, however one was distributed from Joan which has come from Ed. Regarding the central funds, financial projections are bleak as we will have £14k in the bank (excluding regional restricted funds), at the end of the financial year. We recognise that we are in a financially unstable position for the future. The

major priority is to find a new treasurer as a matter of urgency. It was proposed that Alan become the new acting treasurer with immediate effect until a new treasurer is found. This was a unanimous appointment.

- 5) Governance including regional responsibilities and national structure.
Regarding the Regional responsibilities, Anne will ask Francis McCann if they can work together to clarify the structure the whole organisation. Including lines of accountability and communication. Thanks to Francis on her work already on the subject.
- 6) Review of quarterly reports. The required reports were read and discussed at length. The London gender safeguarding issue will be looked into further by them and their findings disseminated to everyone else. A proposal was made that this could be a theme for the National Gathering next year (2017). Ops Com to look into new methods of training, and ensure that courses and events are held at venues that are inclusive and welcoming to all members of society and are in no way discriminatory to anyone. AM expressed concern that the numbers were low on some T4F courses and this of course has financial implications.
- 7) Report back and progress on priorities delegated from the AGM and Last meeting.
 - a) Strategy and action plan. Jane presented an action plan for the next 12 months, with a timescale of priorities. Jane will revise the list and delegate the priorities for the trustees to work on before the next meeting.
 - b) Equality and diversity. A meeting was held between PH and CM, changes were made and is in the process of been typed up by PH. A draft copy to be forwarded in due course to trustees.
 - c) Financial policies. Financial standing orders and the Expenses Policy were ratified with a couple of amendments. CM to retype, check and distribute them
 - d) Reserves policy. In progress JN to complete.
 - e) Website policy. JN and Barbara Jean Borthwick need our thoughts and comments on the new design by the end of next week. Joan to contact Rich? (web site) regarding the changes she already has. Alan will discuss with Lance Haworth regarding the changes and they they may well be outsourced.

The Website policy still ongoing JN to complete. It was pointed out that some policies and documents had been sent out to non trustees despite the fact that it was standard practice in most organisations that ALL documents are confidential unless it is said otherwise. In the future all trustees documents will be treated fit for general release UNLESS they are marked confidential or have similar wording attached to them or the e mail.

- f) Communications. Anne will look into future communication methods. Lance is looking at reducing the number of IT platforms, in order to streamline the IT sections. It was agreed that communication is a major problem. We have had a request to assist with a Panorama programme.
- 8) Funding. Anne to contact Christina regarding what fundraising has been done and what applications have been submitted as well as enquiries made. JN and JH will draw up a fundraising plan including legacies donations and appeals. (A multipronged approach by the 5th January 17).
- 9) Newsletter. An Editors job description will be circulated. Margot to be written to on behalf of the trustees and told that we are advertising her position. AS to circulate his version of the job description. JN to send an urgent letter to ML
- 10) Away days. It was agreed that the trustees should have a very informal away day with the priority been getting know each other better means we can work better. The idea been that we arrive early after lunch. Do some work have a meal and a relaxing chat, then the day after we will work with the Ops Com to do the same. CM to look into venues and prices for late January / early February 17 AM expressed concerns at the cost, but this would be diluted by some Trustees and Ops Com members paying for themselves. (Although in reality for clarity of expenditure the whole event would be paid for and then individuals would donate back any amount they wanted, this gives a true cost of running the organisation).
- 11) Strengthening the Trustees
 - a) An Application form has been sent to Leasa Lambert. This has not yet however been returned AM to look into this.
 - b) Treasurers application to be advertised through "Reach" by JH or AS

c) At least one more Trustee is required, ideally with IT and / organisational skills.

12) Any other business.

a) Papers for future meetings are to be sent to CM at least 2 weeks prior to the next meeting, who will collate them properly and send them to AS who will copy and post them all. This is to ensure everyone has all the same paperwork.

b) There was a request from the North West regional Chair requesting information chiefly around Safeguarding and protecting people. AM to contact and discuss.

13) Date and time of next meetings. The next meeting will be held on Friday 24th March 17 (room already booked) from 1100- 1700. The one after that is going to be on Friday 23rd June 17 again in London with the final one for the year the day before the AGM in Leeds on Friday 6th October 17. If anyone needs to change the June date let CM know asap.

The meeting was closed at 1655.

Minutes agreed and Signed by Chair Of Trustees

/ / 2017