

## Minutes of the M9 2021 Trustees' Meeting

<b>Venue</b> Audio Call	<b>Date</b> Tuesday 7 <sup>th</sup> September 2021
<b>Trustees Present</b> Emma Welch Ian Matheson Lorraine Needham Jess Day Nick Daisley	<b>Also Present</b> Alistaire Knight David Atkins Svetlina Jeanneret Karen English

### Welcome.

Lorraine welcomed everyone to the meeting.

Apologies received from Kathryn Worthington and Brian Mildenhall. Alistaire Knight was observing for the second time following his expression of interest to become a trustee. David and Svetllina were observing the meeting for the second time following their successful Trustee Interviews.

### 1. Minutes of the previous meeting considered for accuracy and Matters Arising.

Minutes from the Meeting M8 (August 2021) were agreed and ratified by trustees present. These can be moved to the 'Approved Folder' in Dropbox and published on the website.

**Action Emma**

#### Matters Arising

There was one matter arising from the previous meeting in August. Emma updated the board on a decision from the Swindon CCG that there was no funding available from Swindon for our service users who come from Highworth (inside the Swindon Area). Karen is going to feed this back to TWIGS to see if there is any other avenue we can approach

**Action Karen**

5 ongoing items remain on the Progress sheet to be reviewed again in October.

**See Appendix A**

### 2. Financial Update

Brian had circulated his Annual Treasurers report ahead of the AGM to all trustees. This report covers the twelve months to 31 March 2021. Lorraine talked through the document and the

trustees agreed that it was good to sign off as a correct representation of the last financial year and ready to present at the members at the Annual General Meeting .

Nick updated the board on the current situation with the professional fundraisers. The amount raised from them has reduced this year but this is mainly due to the effect of the pandemic environment making it difficult for trusts and foundations to meet and make decisions. The professional fundraisers reported that they have seen some signs of a return to 'normal' on the fundraising side of things, although this has been due in some part to the position taken by Charitable Organisations themselves; i.e. those Charities that were able to adapt their Charitable activities during the Coronavirus pandemic lockdowns to enable them to continue benefiting those that they aim to serve appear to have fared better - this is not only because their fundraisers remained active but also because potential donors appreciate the fact that they were continuing to function in the face of such operational and logistical difficulties. In terms of Root and Branch they recognised what had been achieved in the circumstances was remarkable and they will continue to let potential donors know how we have kept things going.

Nick also will update the just giving page which has currently raised more than £2900.

### **3. Operational Review**

Karen will send her report with key decisions to the board via email this month. The board are asked to respond via email.

**Action All Trustees**

### **4. Governance Policies and Strategy**

#### **Charity Incorporated Organisation (CIO) update for the AGM**

An update will be given to members at the annual general meeting. It will be explained that the overhead and excessive use of time involved to change the board structure and become CIO has ultimately brought about the decision to not progress this change. It has been decided that it is not in our best interests at the moment to change to a CIO. Members at the AGM will be asked to agree that the application for CIO status is suspended at this time. Jess will write a report in preparation for the AGM and circulate it to the board. In it she will remind everyone of our original decision and recommend that we not progress at this time, detailing the reasons why.

**Action Jess**

### **Preparation for the annual general meeting 2021**

The board agreed the agenda for the AGM; it will contain the welcome and introductions; approval of last year's minutes; general report from the centre manager; financial report, and also include a report from our employment coach. It will end with the CIO update and election of trustees.

Lorraine will present the financial report if Brian is unable to come to the meeting.

Karen will prepare her general report as a slideshow on drop box so that trustees can review and make comments.

**Action Karen**

Karen will set up the AGM as a meeting on zoom using the root and branch zoom account.

Emma circulated the draft notification and invitation to the board members, this will be sent out to all members at least 21 days before the meeting which is scheduled for the 12th of October. The notification contains the agenda for the meeting including the update of our CIO decision. It also explains the voting procedure for board members. Two board members will be standing down on rotation these will be Jess Day and Emma Welch. Jess has notified the board in writing that she will not be putting herself forward for re-election. Emma Welch will put herself forward for re-election to the board .

The board members were all unanimous in their gratitude to Jess for all the work she has done whilst being on our board of trustees. She will be sadly missed by all of us.

Lorraine will be stepping down from the role of chair of trustees at the end of the AGM. However she has agreed to stay on as a general trustee for two months. New board roles will be decided at the trustee meeting that immediately follows the AGM.

The AGM will be publicised at the upcoming open day on the 12th of September. Karen and Joanna will prepare information flyers to handout at this event.

**Action Karen**

## **4. Date of Next Meeting**

The next meeting of the board will be on the 12th of October straight after the AGM. This will be set up on Microsoft Teams.

**Action Emma**

Rebecca Brain will be invited to this meeting to give a seasonal report on her role as garden manager. Potential new candidates for trustee who have observed three board meetings and been recommended following a successful interview will be Co opted onto the board at this meeting.

**Action Emma.**