

## Minutes of the M10 2023 Trustees' Meeting

<b>Venue</b> Root & Branch Westmill	<b>Date</b> Tuesday 10 <sup>th</sup> October 2023 7.50 pm (post AGM)
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<b>Trustees Present</b> Colin Bell Alistaire Knight David Atkins Emma Welch Nick Daisley Richard Taylor Neil Griffiths	<b>Also Present</b> Tanya Parkinson
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### Welcome.

Nick welcomed everyone to the meeting. Apologies had been received from Ian Matheson and Rosie Wheeler.

The board meeting followed the Annual General Meeting. The AGM had taken place at Root and Branch at 6.30 pm. It had been well attended with 13 members (one member had voted by proxy), and three members of staff. Nick thanked everyone for their input; Tanya and Katie for their staff reports and Alistaire for his financial review.

At the AGM co-opted trustees Rosie, Colin and Richard had been unanimously voted to the board by the members present. Neil Griffiths had also been nominated and unanimously voted to the board. Nick welcomed the new trustees and expressed his gratitude that the board is now extremely well represented.

The board would like to thank Svetlina Jeanneret, who stepped down at the AGM, and wished her luck in her new job and with her Masters Degree.

### 1. Form a new board following AGM and assign roles

Alistaire Knight agreed to remain Treasurer on the board.

Emma Welch agreed to remain Secretary to the board.

Nick stepped down as the Chair. Richard Taylor and David Atkins stepped forward to share the role of the Chair and this was welcomed and voted for by all present. Richard will become the named Chair Person on charity and company records, but the duties of the Chair will be shared. Richard and David will arrange and agree the details of this co-chair role over the next few days.

#### **Action Richard and David**

The board thanked Nick, who has been the Chair of trustees for two years. Nick has lead the board in a very steadfast, dutiful and well organised manner, for which we are all extremely grateful.

## 2. Minutes of the previous trustee meeting

Minutes from the Meeting M9 (Sept 2023) were agreed and ratified as accurate by trustees present, these can be published on the website.

**Action Emma**

### Matters Arising

Actions have been recorded on the Progress Sheet for review next month. Three items remain on the Progress Sheet.

**See Appendix A**

Four completed items have been removed from the Progress Sheet:

1. It was agreed that the board would now hand over the continued development of impact recording to Tanya and the staff. Tanya reported that the staff team have lots of ideas and are happy to take this forward.
2. The review of the staffing roles is now complete. The board adopted Tanya's new structure at the September meeting. The board thanked Colin for helping Tanya with this. Recruitment remains at the forefront of making this new staff structure a success. Tanya's recruitment update is minuted below.
3. It was agreed to remove the GDPR review from the progress sheet now that the organisation is making progress to move away from dropbox and use Office 365. The next annual review of GDPR will happen in April 2024 according to the rolling agenda.
4. Nick has ended the contract with the external Fundraisers. Root and Branch will have no further dealings with Fundraising Consultants Limited, and this item was removed from the Progress Sheet.

## 3. Operational Review

Yvonne has left Root & Branch after 20 years of service – she was given a fabulous send off and all staff and service users showed their appreciation of her value and input over the years. Selina, the new member of staff, has settled well into the role.

### Banking/Finance

The trustees agree that it would be a good idea to re-instate Joanna to the online banking system. Joanna has agreed to stay in contact, and continue to do occasional bits of finance work for us, as required, on a self-employed basis. Emma will complete this paperwork.

**Action Emma**

Alistaire reported the need to pay our annual insurance premium. Tanya will ask Helen to do so this week.

**Action Tanya**

Tanya continues to bring in funds with her own internal fundraising efforts and has recently secured a grant for core funds. The board are hugely grateful for these efforts. Tanya will look into the idea of tapping into local Section106 money as a potential funding opportunity for Root & Branch.

### Transport

Transporting our participants to and from the Project remains an ongoing challenge. Neil has agreed to take this on as his first project on the Board.

**Action Neil**

### Winter Fayre

This will be held at Root and Branch on Sunday 3<sup>rd</sup> December from 1.30 pm – 3.30 pm. Tanya and the staff team have started to make plans and Yvonne will return to help with the wreath making. Tanya asked the board to save the date, spread the word and to come along if possible.

**Action All**

## **4. HR and Recruitment**

The board thanked Tanya for paying tribute to Beth at the AGM. Beth was the employment coach at Root And Branch until she sadly passed away in September and will be dearly missed by everyone at R&B. Beth will be remembered in many ways around the Project and has left a lasting legacy as 'Beth's Bothy' where coaching and mentoring will continue.

The fundraising role has been advertised and interviews have been scheduled to take place at Root & Branch on the 24<sup>th</sup> October.

The Office Manager role has been readvertised, unfortunately our recently recruited member of staff is unable to stay in post and has tendered her resignation. She will leave on the 31<sup>st</sup> October and it is agreed that the office online banking security token will be transferred to Alistaire. This post has been readvertised and there are already several applications received. The trustees agree that a temporary member of staff will be required to help Tanya in the office whilst there is no one in post – Tanya will looking into engaging the help of a Temp.

**Action Tanya**

A new member of staff has been recruited to take on the job of Skills and Development Mentor. Tanya has written to Sarah with an offer and she has accepted the role. Start date to be confirmed.

**Action Tanya**

## **5. Microsoft Office 365**

All of the trustees now have been assigned access to Root & Branch Office 365. Each new license comes with an email address that ends with our domain: rootandbranch.org.uk. Emma gave each trustee present their user name (email address) and temporary password, and will send this information to Rosie and Ian who were not present.

The Trustees now have the choice whether or not they would like to use their new email address as their primary contact going forward. Emma will get in touch with everyone later in the month to ask for a decision and put together a new group email.

**Action Emma**

## **6. Date of Next Meeting**

Date of next meeting will be Tuesday 14<sup>th</sup> November at Root & Branch Westmill at 7.30 pm. The meeting will also be streamed on MS Teams.

Items from the rolling agenda to be covered in November:

- Review Fundraising
- Volunteer Review
- Xmas : Thanking Staff and Volunteers

**Action Emma**