

## Minutes of the M4 2023 Trustees' Meeting

<b>Venue</b> Online on MS Teams	<b>Date</b> Tuesday 4 <sup>th</sup> April 2023
<b>Trustees Present</b> Nick Daisley Emma Welch David Atkins Richard Taylor Svetlina Jeanneret Colin Bell	<b>Also Present</b> Rosie Wheeler Tanya Parkinson

### Welcome.

Nick welcomed everyone to the meeting. Apologies were received from Alistaire Knight and Ian Matheson. Rosie Wheeler sat in on the meeting for the third time following her expression of interest to become a trustee. Tanya Parkinson sat in on the meeting for the second time having accepted the position of Centre Manager. Tanya starts in the role on the 11<sup>th</sup> April 2023.

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

Minutes from the Meeting M3 (March 2023) 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

The Policy Review is complete. Nick thanked the board for their input into reviewing all 14 Policies. All updated policies are available on dropbox and Emma will ask Joanna to print hard copies for the office. This item can be removed from the Progress Sheet.

**Action Emma**

Five items remain on the Progress Sheet.

**See Appendix A**

### 2. Financial Update

Nick talked the board through Alistaire's monthly financial update that had been circulated to the board in March. Currently the charity remains in a good financial position and will end the

financial year with a healthy reserve. However there will be a shortfall in the next financial year. To date the professional fundraisers have not raised any money for Root & Branch.

Alistaire's report also highlighted that there are several unspent grant monies. Tanya will action this when she starts next week – she will look at which grants need to be spent and draw up a plan.

Next month the meeting will focus on the financial year ahead, set the budget for the year and look at a three year forecast. The trustees will bring any questions they have regarding the accounts and the charity finances to the next meeting.

**Action All Trustees**

### 3. Operational Review

Karen English had circulated her Managers' Report to all the trustees ahead of the meeting. It was Karen's last day on the 30<sup>th</sup> March and she was given an emotional send off during the week. The Service Users, Volunteers, Trustees and Staff had all given Karen tokens of their appreciation. Service Users had made Karen gifts at the Project and Yvonne had prepared a memory book to celebrate Karen's seven years at Root & Branch. She will be missed by everyone. Tanya is aware of the need to manage a smooth transition, appreciating that many of the Service Users find change difficult and she is already thinking this through – the Trustees thanked Tanya for her empathy.

Actions from Karen's final Managers Report:

- Emma will discuss next week with Tanya the contract for external supervision.
- Tanya will manage closure dates and holiday requests from staff.
- Tanya will tackle low referral rates as a priority in her first few months in post.

**Action Emma and Tanya**

### 4. Governance Policies and Strategy

#### **Co-option of a new Trustee**

Colin Bell has previously attended three trustee meetings. He is regularly volunteering at the project, has helped with the review of fundraiser contracts and the policy review. He also took part in the interviewing panel during the recent recruitment process. Following a successful discussion with Nick Daisley he has agreed to join the board.

Nick recommended Colin to the board, all of whom have agreed to the co-option process.

For the purposes of the formality of Co-option:

Colin Bell was nominated by Richard Taylor and this was seconded by David Atkins.

The board voted unanimously to the co-option.

Nick welcomed Colin to the board. Emma will send Colin the trustee handbook, register his details with Companies House and the Charity Commission.

**Action Emma**

### **Fundraising Review and Plan for the year ahead**

Nick updated the board on fundraising progress, there was a lengthy discussion in which concerns were expressed on all sides about the lack of success in recent approaches via Fundraising Consultants Ltd (FCL). It was acknowledged that the relationship between R&B and FCL has been a difficult one, particularly in the respect that a process of regular and effective communication has not yet been established.

This has meant that FCL and their contracted Foundations and Trusts fundraiser have not yet bedded in to the charity, into our way of doing things, or how we need to present ourselves. While grant applications have been crafted and forwarded to us, they have not so far met with any success.

Nick Daisley has invited two fundraisers from FCL to Root & Branch for a contract review meeting. When this is set up (hopefully in the next two weeks) Colin has offered to also attend this meeting. The board hopes for an opportunity for FCL to demonstrate a confident approach and an effective plan for addressing the above issues. .

**Action Nick and Colin.**

Trustee discussion with Tanya has highlighted several different options. Nick has investigated another fundraising firm who appear to have a better contractual agreement. Nick will investigate this further and Colin will read the contractual arrangements and obligations.

**Action Nick and Collin.**

Tanya and all on the board will investigate links with other local fundraisers and freelance fundraisers. Tanya has a link to a possible fundraiser through her previous work at Swindon Borough Council.

Nick will investigate the possibility of getting back in touch with previous Root & Branch professional fundraisers to find out if there may be another way of working with them. Everyone agreed to investigate local freelance fundraising options.

The board agreed to report back any news on fundraisers via email ahead of the next meeting May.

**Action All**

We would like to celebrate the internal fundraising at Root & Branch – our own efforts to fundraise have been successful over the last two years. Staff are wholly committed to putting on open days, plant sales and other fund raising events and the Just Giving Page and R&B website still provide useful opportunities to raise funds.

## 5. Date of Next Meeting

The next board meeting will be on Tuesday 2<sup>nd</sup> May and be on MS Teams at 6.30 pm. Emma will liaise with board members to establish the best date for the next meeting, set it up and circulate to all.

**Action Emma****Rolling Agenda Items for the April Board meeting:**

- Fundraising for the year ahead.