

**Minutes of the BHA Board of Trustees Meeting**  
**2 August 2014 11.00-15.40 at 39 Moreland Street, London EC1V 8BB**

**Present:** Robert Ashby (RA, Chair), John Adams (JA), Michelle Beckett (MB), Tom Copley (TC), Natalie Haynes (NH), Guy Otten (GO), Alan Palmer (AP), Naomi Phillips (NP), David Pollock (DP), Mary Porter (MP), Jeremy Rodell (JR), and Martin Rowson (MR).

**In attendance:** Andrew Copson (AC, Chief Executive and Company Secretary), Jessica Layfield (JL, minutes), Pavan Dhaliwal (PD, Head of Public Affairs) [for 16/14].

Item		Action
12/14/1	<b>Apologies for absence</b> were received from Patricia Rogers (PR) and Alom Shaha (AS).	
12/14/2	<b>The Board elected</b> Robert Ashby as Chair.	
12/14/3	<b>The Board elected</b> Patricia Rogers as Vice Chair.	
12/14/4	<b>The Board elected</b> John Adams as Honorary Treasurer.	
12/14/5	<b>The Board agreed</b> to leave one appointment vacant at this time in accordance with its decision to use the vacancy to recruit a future Chair.	
12/14/6	<b>The Board appointed</b> John Adams to the management committee of CFI UK.	AC, JL
12/14/7	<b>The Board noted</b> there are no vacancies for BHA Board appointments to the AHS Board.	
12/14/8	<b>The Board noted</b> there are no vacancies for BHA Board appointments to Defence Humanists.	
12/14/9	<b>The Board reappointed</b> Mary Porter to the Galha LGBT Humanists Committee for a one-year term.	AC, JL
12/14/10	<b>The Board reappointed</b> Pavan Dhaliwal, David Pollock, Patricia Rogers, and Josh Kutchinsky as BHA representatives to the International Humanist and Ethical Union (IHEU). <b>The Board noted</b> that Andrew Copson is a Vice President of the International Humanist and Ethical Union (IHEU) and hence ineligible for appointment.	AC, JL
12/14/11	<b>The Board reappointed</b> Andrew Copson as BHA representative to the European Humanist Federation (EHF). <b>The Board noted</b> that Pavan Dhaliwal is a director of the EHF.	AC, JL
12/14/12	<b>The Board reappointed</b> Andrew Copson, Sara Passmore, and Richy Thompson as BHA representatives to the Religious Education Council (REC).	AC, JL
12/14/13	<b>The Board reappointed</b> Sara Passmore as BHA representative to the National Council of Faiths and Beliefs in Further Education (FBFE).	AC, JL
12/14/14	<b>The Board reappointed</b> Nicola Jackson and <b>appointed</b> Chris Malburn, Dan Newman, and Martin Smith, as the incoming AHS Exec, as BHA representatives to IHEYO.	AC, JL

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12/14/15	There were no <b>declarations of interest</b> .	
12/14/16	<b>The Board welcomed</b> new Trustees Michelle Beckett, Natalie Haynes, Naomi Phillips and Jeremy Rodell.	
12/14/17	<b>The following additions</b> were made to the agenda: <ul style="list-style-type: none"> <li>- There will be a confidential discussion of the Chief Executive's remuneration, discussed at the end of the Management item.</li> </ul>	
12/14/18	<b>The Board approved</b> the minutes of the May 2014 meeting.	
12/14/19	There were the following <b>matters arising</b> from the minutes for the May meeting: <ul style="list-style-type: none"> <li>- 07/14/8 – <b>AC advised</b> that the Parliamentary Question has not yet been tabled. The Head of Public Affairs is following up to chase this.</li> <li>- 07/14/13 – <b>AC advised</b> that the process for affiliating political humanist groups is being drafted.</li> <li>- 08/14/4 – <b>AC confirmed</b> the below response from the auditors which clarified that we are required as a charity to be audited under the Charities Act: <ul style="list-style-type: none"> <li>- <i>"As a company BHA is required to produce accounts which comply with the requirements of the Companies Act 2006. However as a small company you are not required to have an audit under the Companies Act. However as a charity, you are obliged to have an audit under the Charities Act. The audit is therefore conducted under the Charities Act."</i></li> </ul> </li> <li>- 08/14/6 – <b>It was confirmed</b> that the error the Board noted in paragraph three of the section on Revised Charity SORP was indeed an error and was rectified in the Annual Report.</li> <li>- 09/14/6 – <b>It was clarified</b> for the new trustees that the incoming Chair would be an advertised appointment rather than an elected Trustee. This is because of the specialist skills required for this role. They would then need to be elected as Chair by the Board once appointed as a trustee.</li> <li>- 09/14/10 – <b>AC reported</b> the Life Membership increase has been made and the other increases will take effect in September.</li> <li>- 09/14/12 – <b>AC confirmed</b> the BHA reserves have been moved as agreed.</li> </ul>	
13/14	<u>Management</u>	
13/14/1	<b>The Board received</b> an update on the legal action being taken by Helen Ukpabio against the BHA and other parties. We have now received a letter before action. AC reported that we have lawyers acting for our defence on a <i>pro bono</i> basis and that we have instructed our insurers and reviewed internal processes.	
13/14/2	<b>AC gave an update</b> on the welcome message for the World Humanist Congress. This will be given by the Minister of State for International Development, Lynne Featherstone, as Nick Clegg has confirmed is no longer happy to do so.	
13/14/3	<b>AC reported</b> on the negative press received by the BHA with regard to controversial statements made (unrelated to Humanism) by BHA Vice President Richard Dawkins. AC advised that as these statements were not related to Humanism or made in	

Item		Action
	relation to the BHA or in representing the BHA, management does not feel it is necessary to take further action. AC advised that the End Violence Against Women Coalition have been in touch with regard to this but that none of our other corporate partnerships should be jeopardised. The Board discussed more widely the implications for the BHA of the relationship and suggested that a mechanism be developed for removing Vice Presidents and Distinguished Supporters if we do decide we want to do this in future. The Board agreed to add this to the agenda for the September away day. AC confirmed he will discuss the negative publicity with Richard when he sees him at the Congress.	
13/14/4	Confidential minute	
13/14/5	<b>AC reported</b> that a Freedom of Information request was submitted for the minutes of any discussions between the BHA and ministers on the subject of humanist marriage. There was only one such meeting and the minutes of this meeting were released. AC confirmed they will not have any negative impact.	
13/14/6	<b>AC shared with the Board</b> a letter received from a member suggesting that Ceremonies training fees are too high. <b>The Board agreed</b> that AC and RA can discuss this between themselves and respond as they see fit.	AC, RA
13/14/7	<b>The Board received</b> the management report for the period 2014Q1 from AC.	
13/14/8	<b>AC confirmed</b> that the appeal to raise money to send the Young Atheist's Handbook to Northern Ireland is progressing well and that the fundraising target should be reached soon.	
13/14/9	<b>The Board noted</b> that the RE teachers' conference was a huge success.	
13/14/10	<b>The Board noted</b> that the School Volunteer training day being co-hosted by Sheffield Humanists and North Yorkshire Humanists has now been agreed and will be taking place in York.	
13/14/11	<b>AC advised</b> that management will be looking into other options for the James Hemming prize, including potentially fiction writing and film making.	
13/14/12	<b>The Board requested</b> that the dates for the BHA lectures and events be shared with them as soon as they are agreed. JL will follow up on how to get these dates shared with the Board as quickly as possible.	JL
13/14/13	<b>The Board received</b> an update on the All-Wales Humanist Meet-Up event. AC advised that he is in discussion with the Steering Group members to see who would like to continue on the Steering Group.	
13/14/14	<b>The Board congratulated</b> the BHA on appointing a voluntary Groups Coordinator – a position that has been vacant for some time. The successful candidate was Ruth Haydock.	
13/14/15	<b>The Board congratulated</b> the BHA on the appointment of the new chair of Defence Humanists Dr Roger Hutton.	

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13/14/16	<b>AC advised</b> that the issue of BHA membership diversity will be added to the agenda for the Policy Away Day in September.	AC, JL
13/14/17	<b>The Board noted</b> that funding for the Pastoral Support training is proving very difficult to find. RA advised that he will speak to the Head of Pastoral Support about crowdfunding plans.	RA
13/14/18	<b>The Board congratulated</b> the BHA on referring the claims received from Park View teachers which led to the investigation into the Trojan Horse allegations.	
13/14/19	<b>The Board was asked to note</b> the challenges that the BHA's campaign to have non-religious worldviews included in GCSE exams may face in future given the views of the new Education Secretary on this subject.	
13/14/20	<b>The Board enquired</b> about the meeting AC and others had with the Shadow Education Minister, Tristram Hunt. AC advised this was successful and that he will be hoping to speak to him further at the Party Conference. The Public Affairs team is currently arranging meetings to discuss policy positions with the other political parties.	
13/14/21	<b>AC reported to the Board</b> that Sara Passmore has resigned from her position as Head of Education and Promotion to relocate back to New Zealand. The Board recorded their gratitude for all her work.	
13/14/22	Confidential minute	
13/14/23	<b>The Board noted</b> that the listed debtors and creditors were mixed up in the papers and should be the other way around.	
13/14/24	<b>The Board requested</b> that the Treasurer report at a future time on how the new reserves investment strategy performs in comparison to the previous strategy.	JA
13/14/25	<b>The Board expressed</b> their sadness at the death of Vice President, Harry Stopes-Roe, who passed away in May.	
13/14/26	<b>The Board thanked</b> Sara Passmore for her excellent work as Head of Education and Promotion.	
13/14/27	<b>The Board received</b> the accounts for 2014Q2.	
13/14/28	<b>The Treasurer requested</b> for future accounts that the subscriptions income be split into subscriptions, donations and Gift Aid as this will more clearly show any impact of the subscription increases agreed at the last meeting.	AC
13/14/29	<b>The Board received</b> a report from AC on the World Humanist Congress and confirmed that the projected deficit is now around £50k – half of what it was.	
13/14/30	Confidential minute	

Item		Action
14/14	<u>Governance</u>	
14/14/1	<b>The Board received</b> the review of the Trustee Election and the AGM, both of which went very well.	
14/14/2	<b>The Board thanked</b> John Adams for his presentation of the accounts at the AGM.	
14/14/3	<b>The Board approved</b> the minutes of the AGM as appended.	JL
14/14/4	<b>The Board agreed</b> to add the following as a third paragraph in Byelaw 5: <ul style="list-style-type: none"> <li>- <i>'Complaints about the election may be made to the Returning Officer at any time from the point when the ballot is called to two months after the results are announced at the AGM. The Returning Officer will investigate and adjudicate and any party unsatisfied with the resolution of a complaint may appeal to the scrutineers. The scrutineers' decision will be final.'</i></li> </ul>	JL
14/14/5	<b>The Board agreed</b> to add the following after the words 'Droop quota' in Byelaw 5: <ul style="list-style-type: none"> <li>- <i>'and the Hare-Clark method of redistribution for both surplus allocation of elected candidates and distribution of excluded candidate preferences. Secondary preferences for prior winners shall be reallocated using the Wright system.'</i></li> </ul>	JL
14/14/6	<b>The Board considered</b> the suggestions received from members and <b>agreed</b> to add the gender of each candidate to the manifesto booklet for future elections. <b>The Board agreed</b> not to add the geographical region of each candidate and existing trustees to the manifesto booklet and not to include a photograph of each candidate in the manifesto booklet.	JL
14/14/7	<b>The Board discussed</b> the announcement of the trustee election results at the AGM and in order not to hurt the feelings of unsuccessful candidates – and to save time – <b>agreed on a vote</b> to only announce the successful candidates in the order they were elected at future AGMs, but to have the additional information on the full voting process and results available at the meeting for anyone who wishes to enquire.	AC
14/14/8	<b>The Board thanked</b> Blaise Egan, who left the Board at the election, for all his excellent service as a Board member.	
14/14/9	<b>The Board reviewed</b> the Trustee Skills Audit. <b>The Board agreed</b> that there were no specific gaps in skills and experience to be filled, other than potentially in Pastoral Support and Property/Estate Management.	
14/14/10	<b>The Board agreed</b> the following dates for meetings in 2015: <ul style="list-style-type: none"> <li>- 7 February BoT Meeting</li> <li>- 9 May BoT Meeting</li> <li>- 11 July AGM</li> <li>- 1 August BoT Meeting</li> <li>- 12 September Policy Away Day</li> <li>- 14 November BoT Meeting</li> <li>- 12 December Strategy Away Day</li> </ul>	JL

Item		Action
15/14	<u>Strategy</u>	
15/14/1	<b>The Board agreed</b> to agree a prioritised list of candidates for the next President at its December meeting, given that Jim's term will be coming to an end at the end of 2015.	AC, JL
15/14/2	<b>The Board agreed</b> to send their own suggestions for Presidential candidates to JL by the end of September. JL will circulate the link to the intranet page which contains the President role description.	ALL, JL
15/14/3	<b>The Board received</b> an update from RA on the plans for Project Landscape. RA confirmed the email for voluntary support will now be going to a wider group, and that this will be followed by an additional email regarding help with finding suitable land. AC confirmed that the technical aspects of setting up the subsidiary trading company are negligible and the specifics would be for the Board to agree at a later date.	RA, AC
15/14/4	<b>The Board received</b> an update from RA on the raffle of <i>The Independent</i> political cartoon and a complaint received in association with this. <b>The Board noted</b> these concerns but felt there was no reputational risk to the BHA.	
16/14	<u>Presentation from Head of Public Affairs</u>  <b>The Board received</b> a presentation on the PR strategy for the World Humanist Congress from Pavan Dhaliwal, Head of Public Affairs.	
17/14	<u>AOB</u>  There was none.	
	<u>Dates of the next meetings</u>  <b>BHA Board of Trustees Policy Away Day on 13 September 2014 11.00-15.00</b> at 39 Moreland Street, London EC1V 8BB.  <b>BHA Board of Trustees Meeting on 1 November 2014 11.00-15.40</b> at 39 Moreland Street, London EC1V 8BB.	