

**Minutes of Board of Trustees Meeting**  
**8 February 2020 13:00-16:00**  
**39 Moreland Street, London EC1V 8BB**

**Present:** John Adams (JA, Treasurer), Jenny Bartle (JB), Tom Copley (TC), Ian Deboys (ID), Blaise Egan (BE), Ruth Kaufman (RK), Ewan Main (EM), Ann O'Connell (AOC, Vice Chair), Jeremy Rodell (JR), Imtiaz Shams (IS), Emma Shepherd (ES), Hamza Walayat (HW), Amy Walden (AW)

**In attendance:** Andrew Copson (AC, Chief Executive and Company Secretary), Tony Pinkney (TPi, EA to CEO) Minutes.

Item		Action	Deadline
	<b><u>Procedural Matters</u></b>		
20/01/01	<b>Apologies for absence:</b> received from Tamar Ghosh, David Pollock, Alex Williams		
20/01/02	<b>Declarations of interests:</b> None		
20/01/03	<b>Minutes of the last meeting:</b> the minutes of the meeting held on 2 November 2019 were approved with no amendments.		
20/01/04	There were the following matters arising from the minutes:  19/23/03 <b>AC advised</b> the board he had asked DPAP to seek legal advice with regard to local authorities selling celebrancy services.		
20/01/05	19/23/8 and 19/24/5 <b>The FAC</b> discussed the issue of legacies and budgeting for legacies and will report back to the Board.	FAC	
20/01/06	19/24/4 <b>The FAC</b> has put a review of progress against the budget at the end of Q2 on its agenda for that meeting and will report back to the Board.	FAC	
20/01/07	19/24/6 <b>BE reported</b> he had been in discussion with LW and Andrew West (AWe) to discuss data analysis and will meet again.		
20/01/08	19/24/7 <b>The FAC</b> will discuss the budget process under the new strategy and report back in due course to the Board.	FAC	
20/01/09	19/25/7 <b>AOC advised</b> she had yet to discuss Trusted Charity Status assessment but will do so in due course.	AOC/CM	

20/01/10	19/26/3 <b>TG and AOC</b> were yet to meet to agree the vice chair duties but will do so and report to the Board in the May meeting.	TG/AOC	
20/01/11	19/27/3 <b>IS</b> had yet to provide AWe with names for Humanists in Tech but would do so before the end of the week.	IS	14 Feb
20/02	<b><u>Management</u></b>		
20/02/01	<b>AC prefaced his report saying that</b> he has continued to use the management dashboard reporting form that we have been using for the last two years. However, given the revised strategy, we need to develop a new agreed form for reporting as part of the strategy development work this year.		
20/02/02	<b>The Board agreed</b> that a new reporting framework should be reviewed by the SWG and presented for the September away day.	SWG	
20/02/03	<b>AC reminded</b> the Board that further detail can be found in the quarterly management report and monthly VIGS update available in the trustee area online.		
20/02/04	<b>The Board agreed</b> that it should be advised of the link to the VIG's when receiving the quarterly Management report. A proforma email will be written for quarterly sending.	TPi	End of 2020Q2
20/02/05	<b>AC advised</b> that a separate paper had been provided to address the problem of the shortfall in cash appeal income.		
20/02/06	<b>AC advised</b> in relation to ceremonies that remedial action is being taken as described in previous reports. There has, however, been a modest growth in funerals since November.		
20/02/07	<b>AC confirmed</b> remedial action is being taken as described in previous reports to address the pastoral care presence in prisons and hospitals targets.		
20/02/08	<b>AC reported that</b> in 2019Q4 we received one complaint. This was about our training, received from a trainee. It was investigated and resolved by the Head Trainer.		
20/02/09	<b>AC reported</b> there were no serious incidents in 2019Q4.		
20/02/10	<b>AC presented</b> the 2019Q4 and YTD accounts		
20/02/11	<b>AC suggested and the Board agreed that</b> in future the financial report should use the forecasted figures as the comparator for each quarter's actuals as the original budget is out of date very quickly in the year.	AC	

20/02/12	<b>JA reported that</b> it was a good year end and emphasised the importance of gift aid, with 2019 gift aid actuals of 300k. This was a considerable sum and he praised the good work of the team in this area, and the proactive management of donors.		
20/02/13	<b>JA commented</b> that in his opinion CM is an important figure and that AC should consider how to ensure her loss would not be damaging to us.		
20/02/15	<b>AC advised</b> documentation of all processes and knowledge was in place and that he would consider further the Operations role as part of the current review of staffing at the level around the Chief Executive. He also reminded the Board that finance training was planned for an Admin officer to support CM.		
20/02/24	<b>AC presented</b> a paper on the shortfall in Cash Appeal income in 2019.		
20/02/25	<b>The Board welcomed</b> the paper and endorsed the measures being taken to improve income.		
20/02/26	<b>AC presented</b> the Humanist History book project paper. It was agreed that we should prompt the authors for a more detailed update.		
20/02/27	<b>AC reminded</b> the Board that they had agreed to take a step back and allow DP to take control of the project.		
20/02/35	<b>The Board discussed</b> the following from the 2020Q4 Management report		
20/02/36	<b>JR raised</b> the issue of trans rights as extremely contentious and cautioned if Humanists UK were ever quoted in this respect.		
20/02/37	<b>JB reassured</b> the Board that definitions were agreed on. The media team avoided any antagonism but also had a moral responsibility not to back down. Views were nuanced and appropriate and in any case the whole issue was not seen as a primary strategic concern.		
20/02/38	<b>AC reminded</b> the Board that a specific statement was agreed by them and remained in place. This was a standard response being used in AM3 (Admin manual) for replies to standard enquiries about trans issues.		
20/03	<b><u>Governance</u></b>		

20/03/01	<b>AOC encouraged</b> board members to complete the Annual Officers and Trustees reviews if they hadn't already done so and would contact individual trustees to discuss their feedback where necessary. <b>AOC advised</b> the Board to complete a nil return if they were unable to provide specific feedback.		
20/03/02	<b>The Board agreed</b> the risk register for 2020 should be carried forward to May as some trustees did not receive it. The EA to share the risk register again with the trustees.	TPI	Friday 14 February
20/03/03	<b>AC reported on the trustee vacancies.</b>		
20/03/04	<b>AC advised that</b> Jenny Bartle (elected 2017), Ewan Main (co-opted 2019), and Alexander Williams (elected 2017) are due to retire at the 2020 AGM.		
20/03/05	<b>AC advised</b> Iain Deboys and Emma Shepherd's terms come to an end at the 2020 AGM. They were appointed in July 2019 for their national expertise.		
20/03/06	<b>AC reminded the Board</b> that Donna Holland had resigned in November 2019 having been appointed in 2017 to fill the skills gap in fundraising.		
20/03/07	<b>AC advised</b> there will be <ul style="list-style-type: none"> <li>three vacancies for election to the Board in the 2020 election, notice of which will be sent to members in the Q1 Newsletter;</li> <li>there is one vacancy for an appointed trustee;</li> </ul>		
20/03/08	<b>AC confirmed</b> the Board needs to consider whether to make an appointment to fill a skills gap or to make the Board more representative of the membership.		
20/03/9	<b>The Board discussed and agreed</b> ID and ES re-appointment to take forward to the May meeting feeling that one year was inadequate time to make a judgement.	TPI	
20/03/10	<b>AOC suggested</b> a committee of AC, AOC and TG and another Trustee, with DP being nominated given his experience, to consider the need for a nominations committee for trustee elections. Trustees were asked for their views to be emailed to AC or AOC for further consideration	AOC/AC /TG/DP	
20/03/11	<b>The Board discussed</b> a nomination by TG of a potential trustee <b>and agreed</b> not to take any action regarding new trustees but to take forward to May for consideration after reference to the skills audit survey and make a more comprehensive recommendation in May.		

20/04	<b>Strategy</b>		
20/04/01	<b>AC advised</b> the Board he had presented the December Strategy as agreed to the teams in the office asking them to start listing outputs, primary and secondary. In essence mapping all that Humanists UK do.		
20/04/02	<b>AC outlined</b> the plan to categorise then map the outputs against the strategy. To produce categories of work for the SWG to review.		
20/04/03	<b>AC advised</b> the Board that CM had produced an outline of a three year budget, using the assumptions of previous years for review by the Board alongside the above strategy outputs.		
20/04/04	<b>AC advised</b> this was then for the Board to review over the forthcoming meetings in July, September and, December.		
20/04/05	<b>AC advised</b> the Board the current President term ends in 2021, and for the need to find a replacement. A shortlist is required then those suggested need to be approached to stand. The Timescale was over the next three or four months for an indication of their thoughts.		
20/04/07	<b>AC reminded</b> the Board that consideration should be given to our strategy and the need to appeal to different audiences.		
20/04/08	<b>JB suggested</b> whether a Twitter Network Graph could be produced for possible contenders to explore their reach. JB will email LW.	JB	14 Feb 2020
20/04/09	<b>AC provided</b> his provisional view, suggesting the individual should be above party politics, capable of giving Humanists UK respectability, significant during a Conservative moment in public life, who will have reach and appeal to members and supporters who we are targeting. Help with growth by appealing to members and supporters. And politically cannot go left or right.		
20/04/10	<b>JA presented his paper for a designated property fund</b>		
20/04/11	<b>JA outlined</b> the plan to move into new premises when the lease on our present offices expires in February 2023.		
20/04/12	<b>JA clarified</b> that £500k would come from our surplus and that our reserves would remain untouched. Designating this as a property fund was not committing to anything and can be 'undone'. It effectively acts as a deposit for a lender.		

20/04/13	<b>The Board discussed</b> the proposals of a designated fund and that the matter of a property purchase had been discussed on several occasions. <b>It was agreed</b> a formal project proposal should be seen before committing to any purchase.	JA	
20/04/14	<b>The Board agreed</b> to designate £500k as a property fund.		
20/05	<b><u>Any Other Business:</u></b>		
20/05/01	<b>AC advised</b> the Board that Humanists UK had conducted Terry Jones' funeral and this had been reported in the media as a humanist funeral.		
20/05/02	<b>AC advised</b> that following the departure of Simon O'Donoghue as Director of Humanist Care, Jessica Grace (former employee Jessica Layfield) will take up a new post of Head of Humanist Care.		
20/06	<b><u>Date of next meeting:</u></b>  <b>Board of Trustees Meeting on Saturday 16 May 2020</b> <b>13:00 - 16:00</b> at 39 Moreland Street, London EC1V 8BB		