

## Minutes of the BHA Board of Trustees Meeting

09 February 2013 11.00-15.30 at 1 Gower Street, London WC1E 6HD

**Present:** Robert Ashby (Chair), Trisha Rogers (Vice Chair), Paul Blanchard, Blaise Egan, Alice Fuller, Allan Hayes, Guy Otten, Alan Palmer, David Pollock [for items 1/13, 2/13, 3/13], Mary Porter and Martin Rowson.

**In attendance:** Andrew Copson (Chief Executive and Company Secretary) and Helen Dickinson (minutes).

Item		Action
1/13/1	<b>Apologies for absence</b> were received from John Woolhouse and David Savage.	
1/13/2	<b>The Board approved</b> the minutes of the last meeting.	
1/13/3	<b>Matters arising from the previous minutes:</b>  <b>The Board received</b> an update on work being done on Pastoral Support. Bill Stephenson had been given for the contract for developing this work. AF and DS were supervising it, reporting to AC and having quasi-SMT status for the duration.  <b>The Board noted</b> that Bernard Halter had agreed with IHEU the staged increase in the BHA's IHEU subscription fees over the next three years sought by the Board.  <b>The Board noted that</b> progress made on considering the role of Distinguished Supporters was to be reported on at the next meeting. AC, RA and MR had only met to discuss the matter a few days previously.  <b>The Board noted that RA</b> had written to Asad Abbas on the matter of the BHA recommending individuals for national honours and the matter was resolved.	
2/13	<u>Management</u>	
2/13/1	<b>The Board received</b> the management report for the period 2012Q4 and accounts for the period 2012Q4 and 2012.	
2/13/2	<b>The Board received</b> an update on the office move and the financial implications, which were that annual savings compared with Gower Street would be just under £19k and noted that while the relocation would have an impact on cashflow, which may necessitate a withdrawal from investments, it would have a net positive financial outcome before year 8.	
2/13/3	<b>The Board noted</b> a series of queries on the lease to be signed on which clarification had been sought from the BHA's solicitor.	

2/13/4	<b>The Board requested</b> more precise numbers in future management reports.	AC
2/13/5	<b>The Board appointed</b> James O'Malley to the CFI committee.	
2/13/6	<b>The Board congratulated</b> Richy Thompson and Pavan Dhaliwal for their work on the Freedom of information schools case., which was a comprehensive victory.	
2/13/7	<b>The Board congratulated</b> Andrew West on the excellent work done to replace website and database.	
2/13/8	<b>The Board agreed</b> that the new Head of Operations is not required to come to future Board meetings. Having received the accounts, if members of the Board need further information, they can send detailed questions in advance to the Chief Executive.	AC
2/13/9	<b>MR requested</b> a copy of the BHA's budget policy be sent to him	AC
2/13/10	<b>The Board resolved</b> that we continue to bank with HSBC in accordance with the declaration on page 1 of HSBC's 'Mandate for Society/Club/ that Mr Bernard Halter should no longer be an authorised signatory to our account, that all other current signatories retain their existing authorities and that Ms Catriona McLellan should be included as additional named individuals.	AC
2/13/11	<b>The Board resolved</b> that we continue to bank with Co-operative in accordance with the declaration in Section 3a of the bank's change of account signatories, that Mr Bernard Halter should no longer be an authorised signatory to our account, that all other current signatories retain their existing authorities and that Ms Catriona McLellan should be included as additional named individuals.	AC
3/13	<b>CONFIDENTIAL MINUTES</b> – a discussion was held about cooperation with the Rationalist Association.	
4/13	<u>Governance</u>	
4/13/1	<b>The Board agreed</b> the following change to the Byelaws to extend the term of the President: <i>1.2.2.b The President</i> <i>The President is appointed for a <del>two</del> three year term and may be removed at any time by the Board.</i>	
4/13/2	<b>The Board agreed</b> the following change to the Byelaws to allow members of the Humanist Society of Scotland (HSS) to be members of UKAFHA by virtue of their HSS membership:	

	<p>Replace current 9.2.1 with:</p> <p>The following are members of UKAFHA:</p> <ol style="list-style-type: none"> <li>Current and former members of the UK Armed Forces, MOD Civil Servants and their families who are members of the BHA, who agree with the objectives of UKAFHA, and have indicated their wish to be a member of UKAFHA.</li> <li>Current and former members of the UK Armed Forces, MOD Civil Servants and their families who are members of the Humanist Society of Scotland (HSS), who agree with the objectives of UKAFHA, have indicated their wish to be a member of UKAFHA, and have agreed to have their personal data held by UKAFHA.</li> <li>Members under iv above shall continue to be members for as long as the HSS shall pay an agreed annual per capita amount to BHA to secure their continuing membership.</li> </ol>	
4/13/3	<b>The Board discussed</b> whether GALHA would want to do the same thing as UKAFHA. MP will ask GALHA to speak with AC about this.	MP
4/13/4	<b>The Board received</b> an update on WHC2014 risk assessment. TR and the Board discussed any amendments of risk assessment grid which were all agreed. Amended grid to be sent with next Board meeting's papers. <b>The Board agreed</b> to receive a progress report on WHC2014 in each Management report.	
4/13/5	<b>The Board agreed</b> the Risk Register for 2013.	
4/13/6	<b>The Board agreed to amend</b> the Trustee Review Process in the Trustee Handbook as detailed in the appendix to these minutes.	
4/13/7	<p><b>The Board agreed</b> the following process for the Appointment of a new Treasurer for the Chair and Chief Executive to implement:</p> <ul style="list-style-type: none"> <li>Spring 2013: Applications open for candidates for Treasurer</li> <li>Summer 2013: Board appoints the successful candidate as a trustee and director for a three-year term</li> <li>Summer 2014: Board appoints the successful candidate as Treasurer</li> <li>Summer 2016: The Treasurer stands for election to the Board</li> </ul>	RA, AC
5/13	<u>AOB</u>	
5/13/1	<b>The Board discussed</b> the trustee area of the intranet. HD will circulate the link to the intranet again and Board members will think about what documents they would like to see there and let HD know.	HD, All
	<p><u>Date of the next Meeting</u></p> <p>BHA Board of Trustees Meeting on <b>11 May 2013 11.00-15.30</b>, at 39 Moreland</p>	

	Street, London EC1V 8BB.	
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## Appendix: New Trustee Review Process

### BHA TRUSTEE AND OFFICER REVIEW PROCESS

In order to help us improve our performance as Trustees, at each Trustee's mid-term (i.e. the second February after their election or cooption) – we carry out an appraisal exercise (based on a simplified version of that proposed by ACEVO, the Association of Chief Executives of Voluntary Organisations). The Appendices suggest some of the responsibilities, activities, attitudes and skills that Trustees might consider when completing the grid below.

Appraisal of Officers will be annual (nine months after appointment to the office).

The feedback will be collated by the Vice Chair (or the Chair, for responses concerning the Vice Chair), who will feed back to the relevant Trustee, collect any comment, then pass on to the Chief Executive and Chair for information and for central, confidential storing.

### Officer and Trustee Development Toolkit

Each Trustee and the Chief Executive should complete a separate row of the Board Development Toolkit for each Trustee or Officer being appraised. The Appendices suggest activities, attitudes and skills that might be included. The format is as below, but will be entered on an online form.

Person doing the review: .....

Person being reviewed	Main skills strengths, abilities	Suggestions for improvement