**Summary of Minutes of People & Planet Board of Trustees Meeting, 11th March 2023 11:00am – 4:00pm (online)**

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| **Item 1: Welcome, Apologies, Declaration of Conflict of Interest**  **Apologies:** Cora Morris, Ria Patel  **Attendees:**   * Paris Palmano (Chair) * Ellen Carter (Vice Chair) * Annie Pickering (Vice Chair) * Christina Laird (part)   Pete Ferguson   * Gee Lluch * Verel Rodrigues (part) * Adam McGibbon * Kate Tokley (part)   **Staff in attendance:**   * Virginia Moffatt(as Company Secretary) * Ian Williams (management accounts, budget) * J Clarke (FFC)   **Declaration of conflict of interest:** Adam McGibbon is also a trustee of Uplift one of People & Planet funders. |
| **Item 3: Ratification of treasurer**  As trustees were unable to recruit a treasurer, Kate Tokley was appointed to the position, to be reviewed in 6 months. |
| **Item 4: Finance presented by Ian Williams, Finance Manager**  **Management accounts**  Management accounts to end of January is predicting a surplus. Ian has since done the February accounts and the position is looking similarly positive. We should have enough to bring reserves back up and carry between £15K and £23K forward.  **Cashflow**  Cashflow is strong till May even with increased salaries. Half of grants have been received in advance. If the ETF grant is awarded we’ll be in an even stronger position. We may need to set up a third bank account in order to spread our risk.  **Budget Narrative 2023/4 Budget 2023/4**  The 2023/4 budget was approved with a small deficit of £10,000. The position will be improved if the ETF grant is awarded. The salary uplift for 2023/4 is 10% which will be reviewed if the ETF grant is awarded.  **Approval of Chapman Worth as auditors for 2023/4** The Board approved Chapman Worth as auditors for 2023/4. |
| **Item 5: Campaign Update, Fossil Free Careers presented by J Clarke, Co Director Climate Justice**  J highlighted the following points from their paper:   * The campaign is at a fork in the road, it could proliferate or (based on Birkbeck experience) we could have more losses. Some of this could come from things out outside our control, some due to lack of capacity in the team. * University League was unexpectedly helpful in getting wins, and increasing the proportion of scoring from 2 to 3% will incentivise further actions. * Fossil Free Divest acts as a snow plough to clear the way for other campaigns to follow, universities that have divested are open to other campaigns. Interesting to note that Birbeck which has now backslid hasn’t yet won on divestment, though the other three campaigns have. |
| **Item 6: Planning for Eva Spiekermann’s departure.**  **Power Shift:** Trustees noted Power Shift paper and that Power Shift wouldn’t be happening due to staff capacity  MT had some away days to think through other issues:  **Structure and Eva’s replacement:** MT are looking at two options for Eva’s replacement and will be having further discussions about these in order to prepare for recruitment.In the meantime they have identified temporary line management arrangements to cover the period between Eva’s departure and the new person starting.  **Dealing with staff capacity issues:** In order to assist with workload some staff are changing their hours or having contracts extended. A new Fossil Free Divest intern will be appointed in the summer. |
| **Item 7 Update on Strategy presented by Virginia Moffatt, Co Director Operations**  A brief update on strategy was provided with a link to monitoring reports showing progress towards objectives. Trustees found the new format helpful. |
| **Item 8 Update on Governance Group**  This is still to be set up and will be convened before the next meeting. Paris Palmano will invite people to nominate themselves for the roles of Chair and Vice Chair to be voted on at the next meeting, |
| **Item 9: Representatives for Union Liaison Group**  The recognition agreement for the IWGB union is almost ready for sign off.Virginia Moffatt will be setting up the Union Liaison Group and is seeking a student trustee and a non student trustee to sit on the group. |
| **Item 10: Time without staff**  Trustees reported back that they appreciated the compassion and care being taken with staff well-being at present. |
| **Item 11: Trustee Fundraising**  Those who participated in fundraising drive really enjoyed it and thought it valuable.  Virginia noted we will repeat and lessons have been learnt but limited capacity at the moment.  Annie noted she is organising an unofficial P&P fundraiser and everyone is welcome to get involved. |
| **Item 12: Any Other Business**  Virginia reminded trustees that training is available and to let her know if there was anything specific.  Next meeting will be in person at Reource for London.  Trustees were reminded that they were welcome to attend the website meeting on Wednesday 15th |