**People & Planet Board of Trustees Meeting, 14th October 2023 11:00am - 3:00pm**

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| **Item 1: Welcome, Apologies, Declaration of Conflict of Interest**  Apologies: Christina Laird, Gee Lluch  Attendees: Ellen Carter (Chair), Peter Ferguson (Vice Chair), Annie Pickering (Vice Chair), Kate Tokley (Treasure), Ria Patel (Vice Treasurer),Cora Morris, Paris Palmano, Diana Volpe, Lavanya Rajendran, Verel Rodriguez, Adam McGibbon.  Staff in attendance   * Virginia Moffatt(Company Secretary) * Graham Gillions (Fundraising) * Andre Dallas (Migrant Justice and Movement Building) |
| **Item 3: Updates provided by Virginia Moffatt, Co-Director, Operations**   * **Trademark issue**   Following correspondence with lawyers and BoT we have written agreeing to the use of the trademark so long as the People & Planet aspect is less prominent.   * **Website**   This has been delayed to ensure design and style is right. Hoping to finalise the look of it and get training set up so we can complete before the end of the year. Drupal has extended the deadline till January 2024, but we will then need to move on to the intranet.   * **Copyright**   We have been approached by a company called Pic Rights that acts as a third party for big news  agencies and who actively search websites for copyright infringements. They found 3 small pictures from  some time ago which we have taken down and apologised for using. They want to charge us £750 which  is extortionate and we are negotiating a lower sum. We are reviewing the website for other possible  breaches. The current team are very careful to use Creative Commons images.  Trustees acknowledged that there are number of companies doing these sorts of actions.   * **J Clarke Leaving**   J has announced that when they come back from sabbatical they will be leaving People & Planet. After  ten years of involvement they feel it is the right time for them to move on and for others with new energy  to continue the work.  J has made an enormous contribution to P&P in all aspects of their time with us as student activist,  organiser, trustee and Co Director. Since their appointment in 2019 they have led the Sweat Shop Free  Campaign to its completion and developed the phenomenally successful Fossil Free Careers  Campaign. They have also played a key role in identifying funders and developing relationships which  has resulted in increasing funding for Climate Justice and other aspects of our work. They have also  successfully managed Jack as he got to grips with the University League and been a vital member of  Management Team. They will be missed.  MT are aware that work overload has been an issue in the past and are taking a few days before recruitment to just think about how we manage to ensure this doesn’t happen again. We are planning to get the advert out next week.  Trustees acknowledged the work J has done and they will be a huge loss. It was noted that:   * It’s good to take the time to reflect but important to get the advert out as soon as possible. * It will be good to have a strategy for advertising (This is probably less important than with trustees as we always attract a lot of high calibre applicants). * Trustees are willing to be on the panel. This will require a day’s work, possibly split across two days. |
| **Item 4: Finance presented by Ian Williams, Finance Manager**  **Paper 4.1 Management accounts**  Accounts are till the end of August. We are in surplus against budget due ETF coming through and Patagonia being higher than predicted; gaps between appointments and reduction in hours. Campact expenditure is less because it was not so active in August.  **Paper 4.2 Cashflow**  There is no new grant money predicted for the next few months. We are at the stage where we have a lot of predicted income but some grants are ending so we are in the process of seeking replacements which will take some time. Some small one year grants are at the point of renewal, and there will be other longer term grants that will come in too but cash flow represents the definites.  The budget is set based on 100% income of guaranteed grants and sliding scale from 12.5% to 75% based on likelihood of grants. |
| **Item 5: Fundraising update presented by Graham Gillions, Co-Director, Development**  The approach to grant fundraising is about relationship building and this has paid off with the highest level of grant fundraising in 2023 compared to previous years. This means that we are at more than 85% income from grants.  Individual fundraising has gone down this year, but we have appointed Paula Lacey as our individual fundraising and communications officer till February. We are intending to do a fundraising drive before Christmas.  We are also getting a small amount (£10,000) from the University League.  Kate: In 2019 the 85% of budget being grant income was feeling like a big risk, with this successful strategy is it less of a risk?  A: There is a risk but we’re pleased with the level of repeat funding. We are reliant on about 15-20 funders but one funder can give us at a minimum £5,000 which individuals can’t so it is less of a risk.  The only other areas we could explore would be legacies and major donors but we don’t have expertise or capacity at present.  Graham was thanked for his work and his time. |
| **Item 6: Time without staff**  Kate Tokley, Diane Volpe and Lavanya Rajendran need to be added to Next Cloud and Diana and Lavanya to Google Workspace. |
| **Item 7: Migrant Justice Update presented by Andre Dallas, Co-Director, Migrant Justice.**  **Divest Borders Campaign.**  Lot of work in the last year to focus the Divest Borders campaign which is now paying off. 5 wins from the University League and some near wins. Sasha Haddad has started well and has encouraged several new groups. Unbound one of our core funders is excited about the work and wants to increase our grant.  We still don’t know what impact the anti BDS bill will have but bigger organisations are seeking legal advice so we are waiting and seeing.  The campaign is proving popular, helped by personal contacts Sasha has made and the University League which can help push universities towards win and identify those who might be open to campaigns. The target for campuses to divest by 2026 is 50.  **Summary Democracy Process:**  2 Migrant Justice Campaigns were selected by the network in 2018. Undoing Borders ran from 2019-2021, Divest Borders from 2021 to now. According to the democracy process this should be the time to get the network to choose a new campaign. However, Divest Borders has only run 3 years so a review feels more appropriate, the campaign is only just getting going and now has good funder support.  It was agreed to review Divest Borders process in 2024 and see the end of the campaign as 2027. |
| **Item 10: Update on Strategy presented by Virginia Moffatt**  Trustees had no questions on the strategy itself. Virginia noted the training plan isbeing updated. |
| **Item 12: Any Other Business**  Paris asked if the notes from the facilitation training could be shared**.**  Paris invited people interested in the governance sub group to answer the doodle poll |