

Summary of the People & Planet Board of Trustees September 2022.

The meeting was the first in person meeting held since March 2020 and took place at the London Resource Centre, Holloway Road, London. Some trustees were unable to be there in person and attended via Zoom.

1. Fundraising

Graham Gillions presented a report on fundraising.

Grant fundraising - this has performed better than expected (thanks to all campaign managers, but particularly J Clarke for developing relationships with several new funders). Grant fundraising is increasingly multi year, includes overheads and funding for other areas of work such as movement building.

Individual fundraising - this has proved challenging as we don't have an individual fundraising officer and some of the pilot work was less successful than hoped. Graham has joined Bright Spot fundraising and is getting support from them and from Adam McGibbon.

In the last few months, Graham has set up a finance and fundraising group with Ian and Virginia and this has helped focus the project. Joffe funding is being used to make improvements to the way we capture data on current donors and there is a plan for an individual fundraising drive before Christmas.

Other fundraising – University League continues to bring in funding. Trustees expressed interest in developing merchandise.

2. Trustee fundraising

Graham presented a short paper on how trustees can get involved in fundraising highlighting things trustees could do including, donating, FB fundraisers, getting involved in the fundraising drive, making links with grant funders, online shopping through affiliates.

Some trustees noted they had links with grant funders and were advised to speak to Graham directly about this.

Several trustees offered to help with the Christmas fundraising drive. Graham will be in touch later in the year to invite them to participate.

3. Finance

Virginia Moffatt presented these reports.

Management accounts & cashflow. Management accounts were made up to July, and cashflow to August, as Ian has been on leave for most of September. The bank accounts indicate that budget predictions are accurate and cashflow continues to be healthy. August management accounts will be circulated as soon as Ian has done them.

Re-forecast budget. There has been no need to re-forecast the budget but minor changes have been made to the individual budget lines in recognition of more in-person activities happening this year.

Budget process for 2023/4. Virginia and Ian are beginning this work. The likely areas of change are:

- Staffing (following review of structure)
- Cost of living increases
- Upgrading the website (originally planned 2022/3 - now 2022/4)
- Increased travel/accommodation/food for in person meetings
- Increased design and printing costs

MT have agreed to offer further cost of living increase of 5% to all non manager staff (or LLW increase for interns depending which is higher) subject to BoT approval. The Board asked Virginia to provide further costings for approval by email.

4. Risk Register

MT have not been able to update this and it feels a very large and unwieldy document. It was agreed to set up a small working group to support Virginia to amend. It was suggested the register should be linked to strategic aims.

5. Conflict of interests policy.

This was approved subject to one change.

6. Governance wheel.

Trustees reviewed the **diversity** aspect of the wheel and made the following recommendations for MT to consider:

- Student trustee election process to have at least one post available for designated group
- Website to have more representative imagery.

Leadership and integrity will be considered at the next meeting in the light of the trustee exit interviews paper.

7. Working with staffing

Trustees proposed some ways of working with staff and indicated some areas where they could be involved in working groups.

- Fundraising drive
- Comms

- Power Shift review
- Risk register
- Merchandise

8. Strategy

The 2022-2026 strategy was approved by trustees.

9. Power Shift

A brief report of Power Shift 2022 was presented. A review of Power Shift will be held later in the year.