

People & Planet
Board of Trustees Meeting – Saturday 6th June 2015
at Turl Street office, Oxford OX1 3DH
MINUTES

	Attachments	Proposed Timing
<p>Welcome and apologies</p> <p><u>Present</u></p> <p>Sophie Baumert yes</p> <p>Charlotte Butler yes</p> <p>Philippa Faulkner yes</p> <p>Ian Leggett yes</p> <p>Lucy Pearce yes</p> <p>Joe Saxton yes</p> <p>Dan Goss yes</p> <p>Eva Nohe yes</p> <p><u>Staff</u></p> <p>David Calver yes</p> <p>Jim Cranshaw yes</p> <p>Hannah Smith yes</p> <p><u>Apologies</u></p> <p>Rob Saunders</p> <p>Adam Ramsay</p> <p>Chris Saltmarsh</p> <p>Emma Simpson</p> <p>Rob Abrams</p>		11.00
Welcome to new student members and new Finance Manager		11.05
<p>Minutes of the meeting held on 14 March 2015 - to be agreed & signed</p> <p>Agreed.</p>	Minutes	11.10

<p>Matter for decision:</p> <p>Review of the financial position for 2014-15</p> <p>DC: Income and Expenditure:- Good result compared with the previous year – shows that costs have been cut in response to pressures on income levels. Balance sheet:- helpful to see whole picture but DC stressed the differing levels of ease of access/liquidity of the entities so we don't get carried away</p> <p>JC: Energy bank deal was expected to generate a lot of income but didn't transpire, so this reduced sponsorship considerably in the year to March compared with previous years.</p> <p>IL: Have always prepared accounts on "Going Concern" basis, despite low levels of reserves. The Charities Commission suggest minimum reserves of about 3 – 6 months of outgoings. We're well short of that, although we have a strategic financial target in that range.</p> <p>Agreed - The Board agreed the Management Accounts to March 2015.</p>	<p>Paper 1, with appendix 1 (Mgt Accounts)</p>	<p>11.20</p>
<p>Matter for discussion or information</p>		
<p>Funding update for the University League</p> <p><u>Comments received from RS before the meeting:</u></p> <p>Third funding source in the paper (Universities) not realistic in timescales. Other two sources in the paper – reasonable to set deadline of a week or two into July to hear back. If not heard back by then, UL post to become redundant.</p> <p>Last meeting, we agreed if full funding was not in place by end of staff contract it would cease, I believe that was end of June at that time [DC: now 4th August, as mentioned at the 6th June BoT], these dates are after the July cessation agreed at the March meeting, but its pragmatic to give a stay of execution until then [DC: ie the 4th Aug end of the relevant post]. We need to draw a line in the sand as we are incurring unbudgeted costs if we delay a cessation decision beyond [DC:4th Aug].</p> <p>HS: JRCT funding option - Decision expected end of July.</p> <p>HS: The Friends Provident funding option– This is about positive reinvestment after unis divest from Fossil Fuels. We will hear about the result of round 1 about end of July. The second round bidding – won't hear if successful until August.</p> <p>The recent HEFCE leadership change is not helpful, as the new leader is not as supportive or sympathetic to our cause.</p> <p>When the £7.5k resource allocation in 2015-16 runs out, the post stops.</p> <p>Trustees want staff to come back with info if/when fully funded – either from JRCT or FP. Trustees would then consider if there</p>	<p>Paper 2</p>	<p>11.40</p>

<p>is enough <i>time</i> to do UL this year, or whether we would use the funding to prepare the ground for a biannual UL update.</p> <p>LP – is there also a strategic decision to be considered? Some discussion of the emerging strategy process for 2016-19 and the involvement of the BoT in that.</p> <p>JS –P&P usually has enough funding to resource two big things, not more than that – we overstretch ourselves when we try to do more. Worst case scenario (in terms of resource pressure) would be if we end up trying to do Fossil Fuel/Divestment, Sweatshop Free, University League and a new campaign selected by students at 2015 Summer Gathering.</p> <p>HS – She is OK with the fact that the project might well finish (if there is insufficient committed funding by 4th Aug). There is a lot of learning from UL, and one of these learning points she wanted to share with BoT is that discussions about UL at several BoT meetings were more challenge than support – process at BoT has been fraught – hasn’t felt supportive at those meetings.</p> <p>DC – From experience in other organisations, including a small charity, the Trustee role in a charity encompasses support as well as challenge – but the extent to which this support aspect sits naturally with a trustee or comes across to staff varies from trustee to trustee. It is the nature of BoT meetings to be quite formal much of the time, and this can come across as exhibiting the challenge aspect of the role more than the support aspect.</p> <p>IL – There has been a significant variety of opinions among BoT members over a number of months on whether the focus for P&P should include universities or should be more restricted to just activism among students.</p> <p>The paper, which was provided for the information of the BoT, was noted.</p>		
<p>Matter for decision:</p>		
<p>Agreeing a budget for 2015-16</p> <p>DC: RS comments provided before the meeting: RS happy with either option presented. 12% scale factor:- this is subjective so 10, 12, 15% could all be right, but more important to monitor progress regularly than try to have a very accurate percentage. Budget for year:- appreciate we need to prioritise investments, for RS that would be unrestricted income or staff capacity so would support intern proposal.</p> <p>Scaling factor – The Management Team changed it to reflect recent success and change of approach of the team to being more focused on a smaller number of bids.</p> <p>IL: Crowdfund was for FF intern. Does Oak fund 1.5 interns at FCR rate? Need to make sure they get what was promised in</p>	<p>Paper 3, with appendix 1 (options sheet)</p>	<p>12.10</p>

<p>terms of outputs and reports.</p> <p>DG: Crowdfunder brought in more than the £10k showing in the budget options.</p> <p>DC: Noted [<i>this will show up as a positive variance of actual against budget in the next Management Accounts, all other things being equal</i>].</p> <p>Auto enrolment for pensions – will interns be included?</p> <p>IL/JC - This is the last year to get to benchmark position on pensions versus salary increase.</p> <p>Decision – BoT chose Option 2 to be adopted as the budget for 2015-16.</p> <p>Other related financial matters:-</p> <p>Cash forecast – DC to share with Rob asap once prepared.</p> <p>EN – What support can be provided for Scotland, as there is no resource in the 2015-16 budget?</p>		
<p>Lunch break</p>		13.00
<p>Topic for discussion:- Our lack of capacity and resources to work up a new campaign in 2016 / Continued funding for Electronics Watch (EW).</p> <p>All the following is subject to further discussion at Summer Gathering 2015</p> <p>JC:-</p> <p>1)</p> <p>Resource so stretched, no capacity allocated to new campaign development and seeking campaign funding – therefore in past have said that if students pick as a new campaign something that we can't successfully fundraise for, then it has to be a student-led campaign.</p> <p>The 2015-16 budget includes existing and new EW bids and also 3 months of EW Manager post funding beyond March 2016. This might or might not be JC, as he has previously expressed his intention to leave at end of December 2015. This resource will leech over into new P&P campaign development also. Rather than 1st Jan for 3 months at 3 days per week, it could be 6 months at 1.5 days per week from 1st Oct to end of March. The new campaign would then launch at next Summer Gathering (2016).</p> <p>Some EW outputs hangover into calendar 2016 (including EU reporting) – will also be addressed by 1 day per week of that EW</p>		14.00

resource.

Because of timings, some bids we're putting in hangover into 2016-17 financial year, because a short campaign starting soon but ceasing by March 2016 would not be a viable project to bid for.

2)

Third campaign? – Could there be a new EW campaign? There are likely to be some **Consortium bids** but we could get some money from them, as a consortium partner, for very little effort up front

IL:

How realistic is funding forecasting on this?

EW campaign future – direction of travel? Is it viable?

Does P&P have some involvement in the consortia that others can't provide?

JC: Predicts further EW successes in next few months – creating new consortium institution like WRC. Beyond that, will be a number of smaller more typical P&P campaigns (eg targeting specific corporate brands)

1.5 days for 6 months of EW manager on delivering existing committed outputs – plus 1.5 on new campaign development.

IL: only realistic if there is 100% of the EW resource through to July 2016 working on EW to get **all required outputs delivered**. There are severe penalties if we don't deliver these.

BoT agreed – there must be sufficient resource allocated (from the 2015 budget) to delivering EW outputs including EU reporting.

General discussion ensued about overall strategy and the extent to which P&P is about people and planet or about development and environment, and the democratic process.

EN – we need transparency of democratic process and clearer timeline/planning.

DG: One of the beauties of P&P is that it is student led.

LP – We had the Forum before, including discussing how fundable each option to be considered was.

LP – it's about the capacity of the network as well as capacity of

<p>the staff team. It seems like there has been evolution of P&P – list of potential campaigns doesn't feel like P&P. It used to be about international issues with a local element. Now there seems to have been a change of direction – options include ideas with no international dimension.</p> <p>JS: Resources would be overstretched if we had new campaign plus EW plus UL plus FF.</p> <p>There was a paid membership idea a few years ago – but it didn't get clear support.</p> <p>Funding/resourcing of handover to next EW manager?</p> <p>Eva: Suggested a working group to review democratic process</p> <p>JS: The working group should look up what has been done before.</p> <p>Working group members - Dan and Sophie.</p> <p>Staff member to join them? Perhaps Phoebe?</p> <p>BoT agreed – workgroup to be established .</p>		
<p>Succession planning for chair - discussion</p> <p>Rob note from before the meeting: not averse to chairing a few meetings, but doesn't have the time to undertake full Chairmanship role, that would require time commitment between meetings, for example liaising with members of the staff team.</p> <p>JS - Josh Robinson (Cardiff Uni) – expressed interest.</p> <p>Interim – JS on Mgt Team email group.</p> <p>Role of Chair without a Director?</p> <p>Proposition - Can we ask Hannah M or Rich to find past people connected with PP, and a rota of trustees to ring them to see if there are any other people interested – really urgent, then two or three form a trustee appointments group.</p> <p>PF: Other roles on BoT – eg is there a point of contact on BoT for personnel matters.</p> <p>2 things to do – recruit new chair, and review the role in relation</p>		14.45

<p>to the BoT.</p> <p>Staff to provide list of people to approach to see if they're interested in becoming chair.</p> <p>Phoners-round: IL, LP, PF etc workgroup – JC will ask team for a staff member to join that group.</p> <p>Should also be a student trustee on the workgroup.</p> <p>Advert out again (free places) - ECF list – digital campaigners – Oxfam - Email to financial supporters as well – JS did it voluntarily last time round.</p> <p>AP:- website advert – lift the text for the new email from the previous round– HM?</p>		
<p>Items to be noted:</p>		15.30
<p>Reminder of student trustee induction in London 10th July 2pm-6pm venue – Phoebe is on the case and Adam Ramsay – ask them for update.</p>		
<p>Matters arising from the minutes of the last meeting and review of action points</p>		
<p><u>Any other business</u></p> <p>Note the support aspects as well as challenge aspects of trustee role. Chair role as key to making this happen – because expectation is that the new chair should visit the office on a regular basis.</p> <p>Scottish support of, and role for, the steering group – put on agenda for next meeting. Charity registration in Scotland versus UK via England and Wales Charities Commission?</p> <p>Action Point – DC to ask Rich if there are records about old Scottish working group. Some work was done by Phil Batchelor.</p> <p>Action Point - Risk register to be reviewed by Rob and David and reported back to BoT.</p>		

<p>Long term strategy - On agenda (big time) for next meeting.</p>		
<p>Dates & venues of next meetings: 11 July in Oxford?? Not necessary. LP suggested meet by phone, but only if there are any particularly important financial issues, otherwise drop this meeting. BoT agreed.</p> <p>17 October in London – try to reschedule to late Sep (to tie into outputs from Summer Gathering) 12 December in Oxford - provisionally reschedule for late Nov instead, to avoid being too close to Christmas.</p>		<p>End by 16.00</p>