

FINAL MINUTES

**People & Planet Student Activities Ltd - Board of Trustees Meeting 12/11/2016 ,  
Sheffield (Sheffield Uni Students' Union, postcode S10 2TG - Gallery Room 4), 11am  
- 4pm**

<p>11:00 am – 11:15</p>	<p>Item 1. Welcome, apologies and reaffirmation of methods for conducting the meeting</p> <p>Apologies: •Rob Saunders (RS) •Ian Leggett (IL)</p> <p>Staff on rota to attend - •David (DC) (as Company Secretary) •Hannah Murray (HM) •Harpreet Paul (HP)</p> <p>In attendance:</p> <p>Chris Saltmarsh (CS) Sophie Baumert (SB) Dan Goss (DG) Josh Robinson (JR) Nat Shiers (NS) Olivia McLaughlin (OM) Lily Tomson (LT) Adam Ramsay (AR)</p>	<p>Chair (15 mins)</p>
<p>11:15 – 11:45</p>	<p>Item 2. Approval of the previous meeting's minutes, and review of Action Points that arose at that meeting; - except for APs covered by other agenda items.</p> <p>Previous Action Points (“AP”) copied below for convenience-----</p> <p>re- Feedback on the possibility of a Shared Planet successor</p> <p><b>AP</b> – AT to take BoT’s concerns to MT - done <b>AP</b> – DC to summarise the above item and communicate to the network. <b>Carried forward</b></p> <p>“activate london” - LT is co-leading ActivateLdn: a day-long workshop series for young people, focussed on building tangible skills for coping with social division and these uncertain times. It's 28th January, in 3Space, Bermondsey. LT is keen to offer it as a space for P&amp;P groups to skill up and share knowledge - a proxy Shared Planet, almost! We're currently putting a call out for workshops, and would love this to be shared with student groups, as well as the booking info once it's open in mid-Dec (pay-what-you-can, with a few different brackets).</p> <p><a href="http://www.embercombe.org/explore-our-programmes/personal-development/catalyst/activateldn/">www.embercombe.org/explore-our-programmes/personal-development/catalyst/activateldn/</a></p>	<p>Chair (30 mins)</p>

FINAL MINUTES

	<p>-----</p> <p>re- Feedback and discussion on network democracy and reactive campaigns</p> <p><b>AP</b> on DC - Summarise the above item in a document – publish it (and the paper) to the network via the website. <b>Carried forward.</b></p> <hr/> <p>[re- trustee recruitment] Look to appoint next available person from previous student election.</p> <p><b>AP</b> - Chris will contact Naia to progress this.</p> <p>Done now – Nat Shiers has recently been appointed as a Trustee, subject to formal ratification by the PAPSAL / PPL Board - <b>NB: Proposed that this ratification be noted at the PAPSAL/PPL Board at today’s meeting – agreed/ap-proved.</b></p> <p>[<b>new AP</b> on DG]: Student trustees will have offline discussion re diversity and student trustee elections.</p> <p>-----</p> <p><b>AP</b> on DC - Regular report of grant debtors to MT should give confidence that the risk of uncollectable debts is being managed effectively.</p> <p>Done – now included in Management Accounts seen by MT each month – contents of the list hasn’t changed – same two items – both considered collectable.</p> <p>-----</p> <p><b>AP</b> on DC - Report back in a month on financial forecasts covering the shorter-term (the next few months) rather than the “big picture” timeframe in the finance manager’s report [to Sep 2016] that covers the next few years.</p> <p>Done - now included in Management Accounts seen by MT each month, and in a flash finance report sent to BoT late October 2016.</p> <p>Other point from last mtg – strategy final draft – staff team taking this action back from Adam – but Adam to talk to staff to ensure sign-off is on agenda for next BoT mtg.</p>	
<p>11:45 – 12:15</p>	<p>Item 3. Chair of BoT – looking at the long-term:-</p> <ul style="list-style-type: none"> <li>•How has Chris/student trustee being Chair this year worked?</li> <li>•Do we want to continue it as student in the role?</li> <li>•Will we continue to recruit from existing student trustees?</li> </ul>	<p>Chris (30 mins)</p>

FINAL MINUTES

	<p>•Is this a sustainable model or wide enough pool?</p> <p>Proposal – would be OK for non-student chair to be appointed if no student puts themselves forward next time round. If no student steps forward at November mtg each year, aim to select a student chair at the March BoT mtg (bec there are three cohorts of student trustees attending that meeting – the two cohorts currently represented on the BoT and the trustees-elect who attend as observers – so two cohorts could put themselves forward for such selection (one of the existing cohorts and the cohort attending as observers). If it is a new student trustee who is selected, the old chair could mentor/share chairing at the march meeting, and perhaps also the July mtg as an overlap/ handover.</p> <p><b>AP</b> - DC to create standard agenda items for relevant BoT mtgs. [But need to recognise that not every student chair would be able to attend to provide this handover role in both March <b>and</b> July mtgs].</p> <p><b>Decision</b> - Aim for March mtg, but go for July mtg decision if needed.</p>	
<p>12:15 – 12:30</p>	<p>Item 4. Proposal approved by P&amp;P Trust – PAPSAL appointed trustees (subject to their willingness) to replace the four trustees of P&amp;P Trust – <b>various papers</b></p> <p>Agreed, but with an alteration to the original proposal – the intention is now that <b>all</b> the PAPSAL trustees [or as many as possible] to take over as trustees of the Trust, not just the subset who are trustees/directors of PPL, but subject to each of them being willing to do so (including the PAPSAL trustees not able to attend today’s meeting) – the intention being to facilitate the creation of the Uniting Direction (as mentioned in the paperwork) at a later date.</p> <p><b>AP</b> - DC to ask each trustee of PAPSAL individually if they are happy to become trustees of the Trust. Those who indicate they are happy to do so will be appointed as such (subject to the note below).</p> <p>[NB: the Trust Deed of the Trust specifies there shall be a minimum of four and a <u>maximum of eight</u> trustees of the Trust. Therefore, for reasons of practicality, when there are at least four PAPSAL trustees appointed to the Trust, the old trustees of the Trust will be asked to step down. Then any further recommendations will be prepared for changes to trusteeships, and, if necessary, recommendations for changes to the Trust Deed of the Trust, in order to facilitate the Uniting Direction</p>	<p>David (30 mins)</p>

FINAL MINUTES

	mentioned in the paperwork]	
12:30 – 13:00	<p>Item 5. Staff feedback on how the new campaigns are going//anything else worth feeding into BoT</p> <p>HM did brief update on Undoing Borders.</p> <p>Undoing Borders – first day of action recently. Regional work. Crowdfunder planned</p> <p>STAR? (Student Actions on Refugees) Yes – have been working with them.</p> <p>HP did brief update on Electronics Watch</p> <p>EW – Further affiliations being encouraged.</p> <p>HM did brief update on Fossil Free (“FF”)</p> <p>FF – 64 groups currently running it. There is a FF focus in the University League this time. About 42 institutions have divested in total so far. Solidarity work and Barclays actions - to protest against the support they provide to the fossil fuel industry.</p> <p>BoT expressed support for staff team having done tremendous work, despite office move and high turnover of experienced staff.</p> <p>What help and support could BoT provide to staff? Info and leads on potential funders we haven’t used before (especially where a trustee might know someone at the funders).</p> <p><b>AP</b> – DC/HP to liaise off-line with AR and LT re potential new funders (eg share with him a list of existing and past funders).</p> <p>We can encourage local P&amp;P groups to apply for funding, which might lighten the load on P&amp;P central resources.</p> <p>DG: – At each local group, in order to keep them engaged and active, evolve FF divestment campaign into campaigns against financing links, and reinvestment, eg targeting banks (direction of travel from Summer Gathering) once the institutions have divested.</p> <p><b>AP</b> – LT to lead on creation of a google doc of staff roles and trustee skills, to help trustees find right staff to talk to.</p>	? (30 mins)
13:00 -14.00	Lunch break	

FINAL MINUTES

<p>14.00 – 15:00</p>	<p>Item 6 - Update from Working Group on trustee recruitment</p> <p>Sarah Shoraka – only person from the headhunting who has put their name forward for decision at BoT. Others were approached and were interested but too busy to put their names forward for consideration by BoT.</p> <p>Sarah’s CV was considered and her candidacy was discussed. The Board were very excited and positive about her. She satisfied all the essential criteria and some of the desirable ones.</p> <p><b>Decision</b> – Sarah to be offered trusteeship.</p> <p>CS to offer to Sarah, and copy DC in for documentation.</p>	<p>Dan? (60 mins)</p>
<p>15:00 – 15:30</p>	<p>Item 7. Finance Manager’s report – <b>paper attached</b></p> <ul style="list-style-type: none"> <li>•Summary of Management Accounts (to Oct)</li> <li>•Cash flow forecast to March 2017 (verbal report given only – not a written report, because of lack of capacity in run-up to this meeting)</li> </ul> <p>Reiterated that BoT recognises the challenges this year, the unpredicted, unbudgeted expenditure on grant debt write-offs and the office move.</p> <p>JR – one reason we have reserves is for contingency for events such as these.</p> <p><b>AP</b> – DC contact Rob for his view on the financial situation.</p> <p>Is there one particular prospect, or set of prospects, or a date coming up that is critical for financial planning decisions – eg a trigger point? <b>AP</b> – DC to consider further and report back to BoT (between meetings if appropriate)</p>	<p>David (30 mins)</p>
<p>15.30 – 16:00</p>	<p>Any Other Business</p> <p><u>Succession management for the chair:-</u> Any of existing student trustees want to be chair? LT and NS short of time so unable to be very positive at this point, OM positively interested but timing not good just now – but by March meeting she should have more certainty regarding capacity/availability.</p> <p><u>Student elections and diversity:-</u> DG to arrange skype call etc of student trustees between meetings</p>	

FINAL MINUTES

	<p>re- criteria and process for election for next round of student trustees – addressing our diversity requirements. Eg historically we've had a Scottish rep and a Further Education rep on the BoT. HP and Naia Bazin-Lopez to be involved.</p> <p><u>Signing of grant application form</u> - Big Lottery - Awards for all – by a Director. JR volunteered to sign at the end of this meeting.</p> <p><u>Zoe Malik's position regarding trusteeship?</u>          (her trusteeship is currently unclear, because she hasn't attended any meetings so far since her election in about Feb 2016, and we haven't received from her sufficient personal details in order to register her at the regulators)          CS and SB will liaise with Naia Bazin-Lopez and HS re- making further attempts to contact Zoe, obtain personal details for registration and to support her to attend BoT meetings. If she doesn't attend the March 2017 meeting, BoT should be asked at that meeting to agree that she is not officially appointed as a trustee, leaving a trustee vacancy.</p> <p><u>Trustee Recruitment Working Group</u>  <b>AP</b> - The Working Group to continue to headhunt - for a trustee with legal or finance experience.</p> <p>Dates &amp; venues of future meetings:</p> <p>11th Mar 2017- location to be decided – Oxford          29h July 2017- location to be decided – (somewhere North?)          16<sup>th</sup> Sep 2017 - location to be decided –          25th Nov 2017 – location to be decided</p> <p>Normal pattern of meetings: March, July, September, November</p>	
16:00	<b>End</b>	