

# Minutes of the FFWPU Trustee Board Meeting – 29/03/2015

## Present:

Eddie Hartley - EH – Chair

Graham Simon -GS

Colin Turfus – CT

June Darby- JD

Neil O'Neil – NO

Gillian Leonard-Schroder – GLS – Secretary

Robert Williamson – RW - sent his apologies for his absence

1. The minutes of the meeting of 07/12/2014 were adopted - review of unfinished business from the last time including:

- LG – use of the storage room by Kat Moon

**GS:** A letter was sent to Kat Moon by GS representing the views that we had agreed at the previous trustees meeting giving her 3 months free of charge to find alternative space for her equipment from the little room next to the Kent room. She did not reply to that letter but spoke directly to Jack Corley about it.

**EH:** Asked Tom O'Connell to draw up a contract in case one was needed for them to sign, but it was not needed.

**CT:** Suggested that we write to Kat Moon saying that as we have not received a reply to our letter, we assume that she is in agreement with the 3 month deadline.

**JD:** It was suggested by June that we hold off sending out this letter for another two weeks to give her more time to reply to us. It was agreed by everyone that another two weeks was an appropriate length of time.

**Action point:** on 15<sup>th</sup> April GS will send her another email.

- Contract for the National Director, signing thereof

**EH:** RW was supposed to sit down with our National Director Jack Corley to sign his contract. However, he was called away to Korea and this did not happen. It was suggested that JD could do this now.

**CT:** Things have changed now that Jack Corley has been appointed European Vice President and it may no longer be appropriate for him to continue as National Leader due to a conflict of interests and time constraints.

It was agreed by everyone that there may be a conflict of interests if Jack Corley stayed as National Director

**CT:** stated that we have to consider the stability of the British movement and this requires a full time National Director. He suggested that David Earl (Deputy National Director) should step in as National Director until a new National Director is found.

**Action point:** JD should speak to Jack Corley about this.

- 2015 staff objectives and appraisal system for end year

**GS:** suggested that the National leader or his representative should sit down with each staff member and discuss their objectives for the next year. Jessica Greaves and RW are working on this already. Tom O'Connell should approach Jessica and ask her to give him some advice on this. Consultancy services should be paid for at £20.00 per hr.+ full expenses contingent on the FC being agreeable.

- Level of subsidy offered to LG HQ community hiring LG facilities and a new policy to be proposed by Finance Committee

It was agreed by everyone that £100-£150 should be charged to other churches using LG and a special fund could be set up by the FC.

**Action Point:** EH will speak to Simon Rosselli.

- Appointment of an education director

**Action point:** EH to speak to FC about deciding on funding of an Education Director who should be appointed as soon as possible.

- Relationship between Keiko and Chris at ST. F.

**EH:** They are now required to meet each month to discuss issues which overlap their missions. This seems to be working.

- Information from the insurance company about good support packages in the area of 'health and safety' and 'safeguarding children' that will help us as we work to develop our policies in these vital areas **including**, on the wider issue of developing a robust 'health and safety' policy within FFWPU, a formal written directive of intent from the Trustees which could officially kick start the process (a point from Tom)

The insurance company has given a quote of £1,860.

**Action Point:** GLS should write an email to empower Tom O'Connell to set the ball rolling on this.

## 2. Preparing a uniform response from the trustees to the Reconstruction Committee – led by GS

**GS:** A proposal has been put forward for the restructuring of FFWPU which gives a clear division between the dispensational side and the management side with a system of proper reporting and accountability. Pastors, the youth and the Finance Committee have been asked for their input and comments.

**CT:** Trustees should sit on the National Council or have observer status - perhaps on a rotational basis – to attend discussions without voting.

**CT:** There should be a redefinition of ‘membership’ – Any member of a blessed family and anybody who has an understanding of the Divine Principle.

**EH:** There should be an application form.

**CT:** There is nothing in the document for the general membership. We should ask the members what they would like to change.

**NO:** There is a clause that needs to be removed - the one about the continental director ratifying the trustees.

### **Suggestions from the Trustees to the restructuring team:**

1. To remove the clause identified by NO about the continental director ratifying the trustees
2. To amend the section on the Trustees to include a short note on the bottom stating that the Trustees are accountable to the Charity Commission.
3. The section on the budgeting process should be expanded. by EH.

## 3. Keeping horses out of the Won Jon

**EH:** There is a special kind of meshing which can be laid which protects both the ground and the horses’ hooves.

**Action Point: SR** will go down to the Won Jon and look at the situation and see if this meshing can be used or what needs to be done.

4. Discussion on the role and responsibilities of the treasurer going forward (with the involvement of the FC in this discussion)

**NO:** Has bought a copy of ‘The Charity Treasurer’s Handbook’

**EH:** Jonathan Haines or Eddie can do the Management Accounts Reports

5. Initial discussion on reviewing our financial practices, in light of the transition of treasurers (again with wider impact from the FC on this matter)

**NO:** We should be thinking about what to do when Joanna de Sousa or Chizuko Barrett retire

6. Mr Corley's appointment as European VP, and potential/related implications for FFWPU UK staff members

**CT:** Colin suggested that if other staff members are working on the international level when they are supposed to be working full time for the UK, then the international level should pay part of their salary.

7. Discussion on points for overhauling our trustees report for the 2014 report

**EH:** Previously EH as the Chair wrote the Annual report, but this time GLS will write it as the new Secretary. The year runs from 01/01/2014 to 31/12/2014. We need to submit it in July.

**CT:** Suggested that each department and region should send a short report and photo and that we can also look at the European Office Newsletter and the FFWPU UK website.

**EH:** We can put in some pie charts and graphs, the final section will be provided by the auditors

**EH:** We need to reconsider our objectives for a time when we won't have UPF.

**Action Point – GLS:** to contact Tom O'Connell to contact the regions and departments to ask them to send a report and a photo.

8. AOB

Next Trustees Meeting June 28.