

Minutes of the trustees Meeting 28/06/2015

Present:

Eddie Hartley – EH – Chair
Robert Williamson - RW
Graham Simon – GS
Colin Turfus – CT
June Darby JD
Neil O'Neil – NO
Gillian Leonard-Schroder GLS – secretary and minute taker

1) The minutes of the trustees meeting of 29/03/2015 were adopted.

Reviewing unfinished business from the last meeting:

- **LG – Use of the storage room by Kat Moon**

GS: Kat Moon has moved her server and computers out of LG. There is still some furniture there, but hopefully it will be moved out soon. Simon Rosselli should be authorised to take whatever measures he deems necessary to ensure that everything is moved out so that the room can be re-decorated and returned to its former use as a prayer room.

Action Point: EH should speak to Simon Roselli.

- **Contract for the (new) National Director, signing thereof**

EH: Mathew Huish needs to sign contract. Tom O'Connell is drawing it up. However, the job description needs modification to include the new National Council. Also the FC wants to have KPIs i.e. visiting 3 areas a month etc. The Trustees can introduce KPIs later.

EH: £100 per event for use of Lancaster Gate has been agreed by the FC.

The new National Director will have two line managers. One line to the continental director and one line to **RW**, representing Human Resources, who will conduct his appraisal.

- **2015 staff objectives and appraisal system for end year.**

RW: An advert went out for a new Youth Director and William Haines has applied.

EH: We can now afford an Education Director, but we need to know the salary before the advert goes out.

CT: The Trustees have agreed that the FC may agree a salary.

EH: We would suggest that the salary for the Education Director be between £24,000 and £30,000 a year and that the FC decide exactly how much – similarly for the new National Director. A National advertisement should go out. The new National Director should approach the FC to clear the funds for the Education Director. Then he should approach the HR Team to organise the details. Tom O’Connell should construct the advert and we (the Trustees) should give our opinion on it. Tom O’Connell should choose appropriate people for the interview panel.

GS: The relationship between Keiko and Chris is better.

EH: The FC has agreed that 2 external accountants will be brought in in September – one from Manchester and one from London.

RW: Tom O’Connell has drawn up a Safeguarding Children policy document for insurance purposes and the Trustees are happy with it.

Action Point: **EH** and **GLS** need to send a formal note back to HR.

Action Point: **RW** should increase hours for Jessica. **EH** and **GLS** should write formal letter to Simon Rosselli.

EH: All Trustees should sit down with Matthew Huish to give him an overview of the situation and the FC should do the same.

2) Mr Corley’s appointment as European President and implications for the Trustees in preparing to work with a new National Leader. Relevant information from GS representing the Reconstruction Committee.

EH: A copy of the minutes of the FC meeting should have been given to **NO** and he should have been invited to the meeting. **NO** will have a word with Simon Rosselli about this. There should be no problem in future.

EH: Carlo and Barbara Zaccarelli have a contract at Cleeve House until the end of the year. Technically, they should already have applied in January if they wanted to renew it. It should be revised. It was pointed out that it isn’t easy to find somebody else to take on Cleeve House.

Action Point: EH should ask the FC to write a clear letter to the Zaccarellis outlining how things should be, otherwise the contract will not be renewed. **All in agreement.**

EH: The European Office (EO) should contribute to their own audit fees.

GS: A Statement of Intent has come down via Rev. An from the Supreme Council. There will be a European Assembly consisting of 5 people – Caroline Handshin + one other woman + representatives from the UK, France and Germany. What is it? Who will fund it? And what is its authority?

EH: The EO is in debt to the UK. Peter Staudinger (Secretary General of the EO) made an estimate of the costs of hosting the Little Angels. However, only 62% of the donations were fulfilled. Money came from Korea to pay for the Little Angels, but it was all spent in Austria and Germany, so there was nothing left for the UK. The EO, therefore, owes the UK £48,000. If necessary we could suspend the tithing until it has been paid off.

Action Point: **EH** to write letter to Peter Staudinger outlining our concerns.

CT: There needs to be separation between international UPF and UPF UK.

GS: Both the EO and UPF should separate from FFWPU and apply for CIC status.

CT: Our solicitor should look at the implications of separating from UPF in terms of our objectives.

RW: As UPF is applying for its own charitable status, we will be dropping UPF as a working name of FFWPU.

GS: Robin should draw a salary as a Public Affairs consultant to FFWPU, rather than UPF.

Action Point: **EH** should write a letter to UPF to ensure that their website reflects this separation.

EH: Simon Rosselli and **EH** met with Robin Marsh and Margaret Ali from UPF and asked them where they were with fundraising. They need to find 2 or 3 people to help with their fundraising. There is a member who moved here with his family from South Africa. He would like to sell software. He can be a fundraising consultant on a commission-only basis. Sally Ann Goodall would also like to help.

CT: It will be up to the new National Council to decide whether or not to donate money to UPF. **NO** should speak to Simon Rosselli. The FC should ask the UPF to re-apply for the funds. The money should be given as a grant on the basis of projects once the National Council is formed.

EH: Concerning the **Global Funding:** There is a discretionary amount of £400. The Youth Ministry asked for £2,000 from Mr. Corley to finance a trip to the US to participate in the US Carp Convention. He gave it to them. The FC should make a list of legitimate expenses for the discretionary budget.

3) Report from Gillian on a new Trustees report for 2014; audit dates

GLS: I have received reports from all departments and regions except the West Country and North London. I have collected some quotations and pictures. The report will soon be ready for review by the Trustees. I will send it to everybody for

comments/amendments. **EH** will make some graphs etc for the financial part of the report.

4) How we see responsibility for finance being shared out amongst the Trustee Board, the Finance Committee and the proposed National Council.

CT: The FC is doing a very good job; we don't want the good practices that have been established to be lost when the NC is created. The NC and the FC will have to sit down and make sure that they are on the same page. If the European Office splits from FFWPU, how will this work with donating money to them as a charity should only donate money to other charities with similar objectives (*checked with a lawyer and we are fine to tithe to FFWPU Europe*).

NO: The Budgetary Committee within the NC will have to decide on the funding of each project.

CT: The Trustees need to see the final budget and sign it off.

RW: Who is responsible for setting the financial strategy?

EH: The FC.

CT: Financial strategy also involves matching income and expenditure. We need to have a long term strategy for the income from our assets and not just work on an annual basis.

EH: We should be thinking about investing in things like training.

RW: This is part of the Trustees remit. We should be thinking about investing into things which increase the membership. The Trustees should be a group of people pushing for visionary things. We should also be in a position of identifying a void and filling the gap.

5) AOB

June Darby retired as a Trustee after over 10 years of service. She was thanked for her long and loyal contribution as a Trustee of FFWPU.

The date of the next Trustees meeting will be 27 September 2015