

Minutes of the Trustees Meeting 20/10/2019

Participants

Tim Read – TR- Chair
Huey Fisher – HF – Treasurer
Eddie Hartley – EH
Gillian Schroder – GS - Secretary
Andy Johnson – AJ
Joanna Hartl – JH

Matthew Huish – MH – National Director sent his apologies.

01. Prayer

AJ prayed to open the meeting

02. Declaration of any interests

Nobody had any interests to declare.

03. Ratify the last minutes

The minutes were ratified.

04. AOB points for the end

- 1) Listing for Cleeve House
- 2) Prostitution in LG
- 3) Training for employees
- 4) Pastor Care Register
- 5) Decision-making process in FFWPU

05. National Directors Report (MH)

MH was not present to give a director's report. TR read a report from him.

There was a small financial loss on the coach hire going down to CH for the Annual Gathering. There will be no coaches hired next year. Each region will have to organise its own transport.

True Mother will be invited to the UK before the end of 2020.

Reports of officers, boards and standing committees:

06. Treasurer's report - audit (HF)

HF - The accounts have been handed in to the Charity Commission and the Scottish accounts were also handed in just before the deadline.

HF- I will change the layout of the financial reports to make it simpler for others to understand.

AJ – Wiltshire Council library makes just a few really clear slides for an accounts presentation. It works well as everybody can understand them.

HF – Up to December, we have an underspend of £22,000. We also have £317,000 in the bank, most of which is allocated.

07. Secretaries report (GS)

GS – Sorry that the minutes were a bit late this time. I was away. I will try to do them more quickly this time.

Reports of special committees:

08. Corporate charity status special committee report (TR)

We are waiting until we have more funds available before we do this as we need to involve solicitors.

09. Cleeve House Management Group (AJ, JH, Bernard Chellew)

AJ – We did quite a lot of advertising for a house manager for Cleeve House and the only serious candidate was Julian from Bulgaria.

Bernard Chellew (on the phone) – We had long discussions with Yulian. He came to Swansea about 6 months ago. He is a good brother with a nice family. He is into alternative medicine; he is a Seminary graduate and a good lecturer.

JH – Yulian also came to the UK and spent some time looking around CH and talking to me. He has many good ideas and is a good entrepreneur. They speak English.

EH – Some people are concerned that he is bringing his wife and five children.

EH – However, now that we have looked at the numbers again, we can see that B&B is viable at CH.

JH – His wife can do all the housekeeping and his four older boys (aged 18, 16, 15 and 12) can do a lot to help.

We do have a plan and there is enough money coming in in the next 3 months. We could just do it on a 3-month trial basis. He will not mind about that.

JH – Yoga and UPF will bring in £2,000. The HARP w/s will bring in £1,500 to £ 2,000. We would need another £1,400 in February. We could easily make this from B&B.

EH – Who is going to do the bookkeeping?

JH – In the beginning I will do it voluntarily and afterwards Yulian will do it.

EH – Who will be the signatories to the contract?

JH – Bernard and HF

EH – Who is the line manager?

JH – AJ and HF to be line managers.

HF – I would like to oversee CH finances.

Motion: “We accept Yulian and his family as the house manager for CH for a probationary period of 3 months in line with the Management Committee’s proposals. This is to be reviewed after this 3-month period, taking into consideration the decisions arrived at from the property consultation”.

Carried

Action Point: JH to produce a draft contract and send it to HF and Sylvia.

10. Consultation Steering Committee (TR, SR, EH, Terry Linden-Fermor, Sonja Read)

TR – Sonja Read produced a report and we will receive it soon. It is a 41-page document and there are a few mistakes in it which need to be corrected. If you have any corrections, please email them to TR and he will contact Sonja.

TR – The report was to ascertain to what use the properties should be put. The second stage is to look at the financials.

TR – If we decide to hire a consultant, they will take into account our needs assessment. They will be asked to come up with three scenarios. They will see our accounts and they will have one-on-one interviews with our financial staff.

Unfinished business:

None

New business:

11. (Decision) Short term arrangements for Cleeve House proposal(JH, AJ)

12. (Report) Steve Buckley situation update. (AJ)

BREAK

13. (Report) Financial projection overall for HQ 2020, Budget allocation. (EH, HF)

EH – Historically, since 2013, the PIC set a budget for discretionary costs. However, since we changed the name Simon was unclear about who now decides what. Trustees can concentrate on monitoring finances and also setting the NC overall discretionary HQ budget every year and the PIC can concentrate on exploitation of the property assets.

EH – The outgoings of the discretionary side have been growing. As soon as we make more money, we spend it.

The NC receives all the requests from the departments, and they have to squeeze everything into the £17,249.

In terms of actual costs in 2019, they have spent 4.4% under budget.

EH – We should give them a budget for 2020 of 5% less than last year because there are sums left to spend from 2019 in 2020 for Archiving and the Local Initiatives Fund – these do not need further funding in 2020.

HF – We should not say that it is 5% below last year's budget. This is demoralising.

EH calculates the budget figure as £16,387.

Action Point: TR to write to NC and let them know that HF is to be the treasurer from now on and should be invited to all future meetings.

14. (Decision) How to decide on whether to bring in outside consultancy (TR)

Motion: “A separate meeting via Zoom should be arranged with the PIC to decide on whether to bring in an outside consultancy.”

TR – they would need to meet with the trustees in the beginning.

EH – What kind of budget can we afford?

HF – Let us all meet together to find out what we want to do with the buildings. If they don't decide, we will decide.

Amendment by AJ:“Wait until after the vision mission and strategy statement is finalised on Wednesday 23rd October until we set up the Zoom call”.

Amended Motion A separate meeting via Zoom should be arranged with the PIC to decide on whether to bring in an outside consultancy after the vision mission and strategy statement is finalised on Wednesday 23rd October.

Carried as amended

Action Point: Tim will tell the NC that if they can't come up with a vision by Wednesday 23rd October then the trustees will do it.

15. (Decision) The adoption of the Won Jon as a national asset and bringing the committee into a formal arrangement with FFWPU.

Motion: “the adoption of the Won Jon and its activities as a national asset.”

AJ – It is the only Holy Ground actually planted by True Father in the whole of Europe.

The churches should make some regular financial commitment to it. The Won Jon accounts should be transparent.

Francoise received some seed money for headstones etc.

HF – We need to improve the appearance of the area.

Amendment by JH:“Provided that the Won Jon Committee are happy with this arrangement”.

Amended Motion: The Won Jon and its activities should be adopted as a national asset provided that the Won Jon Committee are happy with this arrangement

Carried as amended

16. (Discussion) Accounts and HR after Sylvia.

TR – Sylvia is likely to leave and Terry is likely to follow her.

HF – I would like to talk to her and try and persuade her to stay.

TR – HR is an essential role as there are over 20 employees now.

EH – Sylvia might stay with the LG flats, but she does not necessarily want to do HR and the accounts office work.

We have not found a business support officer through advertising. We have to head-hunt specific people. We need someone who is a details person.

AJ – Do we need Julian as well as Sylvia?

If Sylvia is willing to stay on, can she take on the Julian job as well?

Action Point: HF to talk to Sylvia.

Action Point: TR to speak to Matthew and the NC to see if they have plans to replace HR and accounts when Sylvia leaves.

17. AOB

1) Listing for Cleeve House

AJ – If CH becomes a House of local architectural interest, could English Heritage have a say in how it is used?

Motion: To get some kind of budget to go to local planning consultant (cost to be researched).

Carried

Action Point: AJ to find out how much it costs.

2) Prostitution in LG

AJ spoke to Grant Miller. He says it is not true, the woman in question is from Morocco doing a master's degree here.

TR – The police have been informed that we have been approached about this, so we are covered.

PIC is looking into this more

3) Training for employees

Motion: “the trustees make a request to the executive that all of our employees go through basic training in the next 12 months”.

Amendment by TR: “We ask Tom O’Connell to research what training is needed”.

Amended Motion: “The trustees make a request to the executive that all of our employees go through basic training in the next 12 months, and that Tom O’Connell researches what training is needed”

Carried as amended

Action Point: Tom O’Connell to find out what basic training we need.

4) Pastor Care Register

EH –Columns to be added for the current job and skills/education of each person in the Pastor Care Register in Breeze.

Motion: Tom O’Connell to put a current job and skills/education column in the Pastor Care Register in Breeze

Carried

Action Point: TR to ask Tom and Selina to add these columns to the Pastor Care Register.

5) Decision-making process in FFWPU

AJ – Decisions are made, and then they are not followed through.

EH –Resolutions should be put under the nose of the people who are supposed to do them until they have done them. Resolutions should include who does what by when.

The NC is improving. Cecilie Fortune will dedicate half a day a week to doing NC work.

The Council of Communities works well.

6) Increased insurance cover for trustees

Motion: “We should do some research to find out how much it would cost to increase our insurance”.

Carried

Action Point: HF to find out how much it would cost to increase our insurance cover.

18. Next meeting

17th November 3 pm at Lancaster Gate

TR - Prayer condition of 40 days from 21st October that correct decisions can be made concerning our properties.