

Minutes of the Zoom Trustees Meeting 16/08/2020

Participants

Trustees:

Tim Reed – Chair – TR

Huey Fisher – Treasurer – HF

Gillian Leonard-Schroder – Secretary – GS

Joanna Hartl – Safeguarding, development – JH

Other committee members:

Mike Balcomb – National Director – MB

Matthew Huish – Deputy Director – MH

Ajay Rai on 2 meeting probation – AR

Alex Fortune – observer – AF

01. Prayer (MB)

MB offered an opening prayer

02. Declaration of any interests

Nobody had any interests to declare

03. Ratify the last minutes (17 May)

The minutes of the zoom meeting of 17/05/2020 were ratified.

04. AOB points for the end

None

05. National Director's Report: Status of new departments, LG flats income, LH lease, CH managers ++ (MB)

MB shared his view of the new challenges and opportunities which the Covid-19 crisis has brought.

- Annual goals 2020

The annual goals for 2020 included:

1. a visit of Mrs Moon to the UK. Now, however, Mrs Moon will host a virtual summit and national level blessing.

2. Mrs Moon to meet the Queen. This will not be possible. However, next year is the anniversary of the Little Angels dance troop. MB suggested that Covid-19 permitting, maybe they could visit the UK.
3. the UK summit will stimulate outreach and partnerships in some or all of our areas of focus:
 - Political leaders
 - Religious leaders
 - Media
 - Youth and young adults
 - Major projects

The UK national blessing will be interfaith and multivenue all blessed by Mrs Moon. We have postponed the visits of religious leaders from abroad during the Covid-19 period.

The celebration of SMM 100 and the diamond wedding anniversary will be moved online with only selected venues being used -South London and Cleeve House.

The annual gathering will only take place online.

The CheonBo event which will take place on 29th August will also be online.

- 2020 Numerical Goals
 1. We wanted our active membership to increase by 30%. We haven't made this goal, but in some communities it has increased.
 2. We wanted our asset portfolio to increase in value by 10%. However, we do not have updated valuations since the Covid-19 virus. Our properties may have gone down in value.
 3. We wanted our income to increase by 20%, but this has gone down substantially due to tenants moving out or not paying their rent.
- Personnel

We want to strengthen our trustees board with younger trustees such as AF

We need to work with partners, embrace professional help.

Safeguarding was to be focused on young people, now it is focused on adults.

We had a pastors' boot camp and volunteer training.

- Organisational structure chart

At the beginning of the year, the organisational chart was very complicated, so we have simplified it with the creation of three clear departments. The Ministry Department, the Operations Department and the Finance Department. This has

been done. The Ministry Department consists of the 9 pastors, Youth and Young Adults and Blessing and Education Departments. The Operations Department includes administration, legal, management of HQ, communications and our website. The Finance Department includes the management of the properties, accounting, audits and banking.

Affiliated organisations – UPF and Women’s Federation – report directly to me and I am working with the trustees and the European Office.

The National Council consist of the three department leaders plus one representative of the Council of Communities and one from the Properties and Investment Committee and the heads of the other departments such as Youth, Blessing and Education. The National Council now meets every three months, not once a month as before.

The Senior Management Team consists of myself as the National Director and Matthew as Deputy Director, the Directors of Ministry, Operations and Finance.

Reports of officers, boards and standing committees:

06. Treasurer's report: Audit, solicitors, accountants re QuickBooks (HF)

HF: I sent out the contents of Eddie’s financial report.

Financially, we are doing OK.

We received £45,000 of Gift Aid and we will receive another £6,000 of Gift Aid.

We have also cut down on expenses as our activities have been reduced.

Several rooms at LG are empty. We will try to rent them out again soon.

We have £116,000 surplus, so it is looking OK.

We have found a new accountant. We would have had them start in August, but Jenny (of Natural Numbers) is still working on the accounts for this year. We are behind on the audit. We will start with the new accountant in September or October.

TR wrote and spoke to Jenny and she is now working with Simon Cunningham of Moore Stephen to try to catch up.

I also contacted a few solicitors and found one to work for us.

We were going to roll out QuickBooks to all the accountants, but we cannot use QuickBooks without letting all the accountants see everything, so we will continue with Excel on the local level, and use QuickBooks to pull all the data together at the national level

TR: If you add up UPF and Women's Federation expenditure, this accounts for a third of our total expenditure, how is this being accounted for?

HF: UPF and WFWP need to give us a breakdown of how they spent the money we gave them as they are an independent charity now.

Action Point: HF to check Sylvia to make sure that they do so.

JH: UPF and WFWP should write a proposal to us, so that we can see if what they did matches up at the end of the year.

TR: I need to communicate with MB later on this issue. Everyone who receives money from us should make a report with a financial breakdown. Then, we can decide whether to give them a grant the next year or not.

Action Point: TR to communicate with MB to get reports for WFWP and UPF with a financial breakdown.

MB: We were hoping to complete the audit on time. However, the auditor could not get in touch with Jenny. Therefore, we should ask the Charity Commission for an extension due to Covid-19.

Action Point: HF to email the Charity Commission and ask for an extension.

07. Secretary's report: annual report (GS)

GS: The Annual Report is finished.

Reports of special committees:

08. Corporate charity status special committee (on hold) (TR)

TR: Nothing to report.

Unfinished business:

09. Our position on sex education (originally AJ) – shelve?

TR: Motion: to shelve making a written statement on sex education.

Seconded by: HF

Unanimous vote

10. Opening a new bank account (HF)

We are looking at Metro Bank. They are offering the same £6,000 incentive and they have sent us their terms and conditions.

Sylvia was concerned that we have all of our money in the same bank.

GS: we should only have up to £80,000 in each account so that it is protected by the government's guarantee.

TR: Motion: The trustees are agreed that we should open an account with Metro Bank with Sylvia Lau, Tom O'Connell, Huey Er Fisher and Michael Balcomb operating the account, with two signatories.

Seconded by: HF

Unanimous vote

Check on action points from the last meeting:

AJ: "Would we be covered for activities in the community if we start new activities?"
(TR)

Zurich: "The answer to this is yes we can potentially cover new activities such as yoga and dance (providing your employed instructor is suitably qualified), but as with all new activities they'd need to be declared to us fully and on some occasions an additional premium may need to be charged. If the instructor is self-employed with their own insurance, then it is not necessary to declare this to us. However, I cannot personally confirm that we'd cover the liabilities in connection with a martial arts class; all contact sports need to be referred to a more senior underwriter than myself for approval. There are also caveats with martial arts such as no member to member cover that cannot be changed."

TR:Motion: that each region ensures that all instructors are insured.

Seconded by: HF

Unanimous vote

TR: Charities which use our building are automatically insured as long as they are not doing extreme sports.

MB: There are a whole raft of Covid-19 instructions, i.e. cleaning stations, wearing masks etc. We are insured as long as we meet the guidelines.

HF:Who will make sure that they are following the guidelines in Scotland and Wales?

MB: Chris Jones will visit all the properties in Scotland to check.

TR: I have prepared a summary of a 17-page document of government guidelines.
TR distributes copies to all present.

New business

11. Gary Raccuja and Daniel Pollitt: selling a plot of land owned by FFWPU for purpose of building a Sustainable Blessed Community (TR/Gary Raccuja)

Gary Raccuja made a presentation to the trustees of his proposal to create a Sustainable Blessed Community on a parcel of land at the farm in Stanton Fitzwarren.

TR: Motion: the trustees support the aims of the SBC project

Seconded by: HF

Unanimous vote

TR: Motion: that the trustees are willing to entertain a full proposal of selling a plot of land owned by FFWPU for the Sustainable Blessed Community (SBC) project, providing the relevant restrictive covenants are put in place.

Seconded by: HF

Unanimous vote

12. Passing of Andy Johnson 25th May 2020 (TR)

The trustees are very saddened by the sudden passing of Andy Johnson. We want to record our appreciation of his valuable contribution to this committee over the time of his tenure and send our sincere condolences to his family.

13. Solar farm progressing: planning permission granted, Option agreement re-signed by TR and HF (replacing Eddie Hartley), deed of variation signed for two other solar farms to allow for a third solar farm to operate nearby (TR)

TR:The land next to the solar farm can be used under a deed of variation.

14. Keeping docs on personal computers – propose action to change this and create HQ based/centralised datacentre with cloud backup (TR)

MB: Tom will present a couple of alternatives.

Action Point: MB to oversee creation of an HQ-based centralised data centre with cloud backup and remote access for employees and trustees.

15. Changing Land registry details again (AJ's passing) (TR)

TR: The Land Registry details will need to be updated again in light of the passing of Andy Johnson.

16. Status of the strategic plan, what are the key aims now? (MB)

MB: the delivery method has changed in a big way, but the objectives have not changed.

Department leaders have to complete budget requests by 1021.

17. Whether to instruct communities to have a permanent base (MB)

MB: Bromley has used LH, but not anymore.

Each community should eventually have a permanent base. However, Covid-19 has changed many things.

We might be able to free up some money to support this.

MB: Under what conditions would the trustees be willing to support a community to buy a place?

What would we be looking for? A physical base shouldn't just be for us.

MB: there are public funds available as well.

In the major cities of Britain, there should be a base that provides support for the community.

HF: we should partner up with other community groups.

MB: the reason I mention it to the trustees is that Bromley will need a new venue.

TR: Motion: To set up a small working group to decide under what conditions the trustees would be willing to support a community to buy a place.

Seconded by: HF
Unanimous vote

HF, AR and TR volunteer for this group.

18. Online Trustee trainingNVCO: <https://knowhow.ncvo.org.uk/studyzone/training> focussing on facilities, opening up after COVID-19 (TR) (TR - govt guidelines)

TR: Did everyone manage to do some training?

Most people did.

19. Next meeting

22nd November 2020 3pm to 6pm

These minutes have been passed as a true account of the 16th August 2020 Trustees Board meeting

Signed on behalf of the trustees:

Timothy Read

(Chair)

Huey Er Fisher

(Treasurer)

Date: