



THE DEVON & EXETER INSTITUTION
LIBRARY & READING ROOMS
(Founded 1813)
Registered Charity No. 900104

Minutes of the Board of Trustees Annual Meeting on 31 Oct 17

10:30 a.m.

The Reading Room, DEI

Attending:

Mr J Manley-Tucker	JM-T
Dr P Brotherton	PB
Mr J Lawford	JL
Mrs M Knight	MK
Mr C Chanter	CC
Mr D Knight	DK
Mrs K Chant	KC
Mrs S Bond	SB
Mrs M Swift	MS
Prof H French	HF
Mr B Leedham	BL
Mr P Vincent	PV
Mr J Reeves	JR

In Attendance:

Mrs S Kaufman, Assistant Secretary SK

	Item	Action
1	Apologies: None	
2	Election of Chairman: SK asked for nominations for the post of DEI Chairman. Margaret Knight was proposed by BL and seconded by CK. DK declared an interest, and left the room for the duration of the discussion. MK said that it was important that we now made efforts to get to know each other and work together as cohesive team. As MK was unopposed, she was elected by acclamation. DK returned to the meeting. <i>[JM-T left the meeting at 1045]</i>	
3	Election of Honorary Secretary: MK asked for nominations for Secretary. DK was proposed by SB and seconded by PV. DK said that he wanted to increase his contribution to the DEI, and believed the library to be at the heart of what we do. As DK was unopposed, he was elected by acclamation. JL pointed out that as a husband/wife team, this would preclude both of them being signatories on the same DEI accounts, and this was generally agreed.	
4	Election of Honorary Treasurer: <i>[Taken out of order]</i> MK reminded the group that John Reeves had sent an e-mail	

	<p>outlining his background and willingness to become the DEI Treasurer. JL said that he had asked JR about his availability for meetings, and this would be good apart from an extended holiday in February. JR was nominated by KC, seconded by PB, and was elected nem con.</p>	
	<p>Election of Membership Secretary: Although not on the agenda, it was generally agreed that the Board would elect this post. JL was proposed by PB and seconded by DK. JL outlined his approach to membership issues, and said there were anomalies that would need addressing, such as having the highest number of members with diminishing income. JL was proposed by PB, seconded by DK and elected by acclamation. PV also expressed an interest, and it was agreed that he may be a successor to JL when he steps down in a year's time.</p>	
5	<p>Standing Orders Matters: MK said that she wanted to organise an induction session for new Trustees, and this was scheduled for Wed, 8 Nov. After discussion, it was generally agreed that this meeting should take place before the committees were reformed. MK then outlined those who had shown an interest in committee membership: FITHR: Treasurer (DK), PB, Hon Sec, BL, JR, HF HK: Hon Sec (chair), KC, JR, Library: JL, SB (a chair will need to be elected) Procedures and Membership: JL, PB, BL, PV Project and Programme: KC, CC MS said that she would give further thought to which committees she would join. MK suggested that DK think about scheduling these committee meetings so that minutes would be readily available for the Board meetings. There was a general discussion about signatory responsibility for the Nat West 2 bank account. SK said that it was difficult to predict how long establishing additional signatories would take. It was generally agreed that the Treasurer, MS and DK would be added as signatories. KC then proposed and BL seconded that MS, JR, and DK be added as signatories and this was AGREED nem con. All current signatories will remain for the time being. Communication: MK stressed the importance of checking e-mail and keeping up to date. Conflict of Interest Book: SK said that the Trustees elected at the AGM would need to fill in the Conflict of Interest Book. It was also suggested everyone should periodically update his/her entry in the Conflict of Interest Book.</p>	<p>MS, JR and DK to initiate request with Nat West</p> <p>Trustees to update Conflict of Interest Book as applicable</p>
6	<p>Any Other Business Future meeting dates: KC said that some meetings could be held on Saturdays or evenings to ensure that we do not disenfranchise people who cannot attend daytime meetings. DK said that he would circulate a document to record preferences for meetings. Deadlines for papers for meetings: After discussion it was generally agreed that the current 10-day window to circulate papers in advance of a Board of Trustees meeting would be reduced to 7 days. MK also suggested a deadline of one week for</p>	<p>DK to poll the Trustees and suggest a meeting schedule</p>

	<p>minutes to be provided to the chair of the board/committee. All minutes apart from anything marked Confidential or Commercial in Confidence will be available for members to read.</p> <p>CIO: Following the vote on Thursday, we now have the members' consent to alter the CA governing document. JL said that the transfer of property needs to be registered with the Land Registry. The title to the DEI building has never been registered as it was with the Custodian of the Charity Commission. Under the new constitution, the DEI can now own property. There is a legal cost connected with this IRO £1000 + VAT, plus the cost of the actual registration. There may also be time constraints and we are awaiting verification from our solicitor. JL recommended that we start this proceeding as soon as possible subject to advice from the Tozer's expert. This was seconded by MK and AGREED nem con.</p> <p>PV said that he believed the Board should be supportive of the retiring Chairman and the members of staff who have suffered from a poor working environment.</p> <p><i>[JR joined the meeting at 1205]</i></p> <p>Resignations: CC asked if anything was planned for the 2 recent resignations. MK said that we had been through some difficult situations, and it would now be time to work as a team and build bridges. It was also suggested that some words from the new Chairman to the membership would be a good idea.</p>	<p>MK to draft and SK to circulate</p>
13	Date of Next Meeting: To be determined.	DK

The meeting was adjourned at 1220.

Mrs M Knight
Chairman
Devon & Exeter Institution