



THE DEVON & EXETER INSTITUTION
LIBRARY & READING ROOMS
(Founded 1813)
Registered Charity No. 1172445

Minutes of the Board of Trustees

Held in the Reading Room at 10:20 on 13 June 2018

Trustees present: Margaret Knight (MK), John Reeves (JR), Derek Knight (DK), Paul Vincent (PV)

Staff present: Emma Dunn (ED) - after discussion on trustee appointments

1. **Apologies:** Sandra Bond (SB), Christopher Chanter (CC), Henry French (HF), Jeremy Lawford (JL), Katherine Chant (KC); Ian Watt (IW), Anne Howard (AH)
2. **Conflicts of Interest:** None recorded
3. **Minutes of the last meeting on 9 May 2018:** Agreed. IW was complimented on his minute taking of this meeting
4. **Matters arising:**
Mary Noon has completed the First Aid course
5. **Chair: MK**
Recommendation to recruit four trustees: MK presented the recommendations of the recruiting committee established at the last Board meeting. MK noted that considerable interest was shown by members and several of them are interested in standing in future elections. However, only four members confirmed their immediate interest, and their details had been circulated to all Board members for comment. The applications by Richard Guyver, Lindsay Roderick, Geoff Roberts and Richard Templeton were recommended to the Board for approval. Their appointment was proposed by John Reeves and seconded by Paul Vincent and, subject to their completion of the model declaration form, was approved unanimously.

MK will inform the candidates immediately by email and arrange an induction meeting with them before the July Board meeting. DK will send them a formal letter of appointment and inform all members of their appointment. Their details will be added to the website.

MK/
DK

Emma Dunn joined the meeting at 10.40

Forward Plan: v.10 of the plan, previously considered by the Chairs Committee and staff, had been circulated to all trustees for comment. KC had suggested several additional amendments to para 4.13 and 6.5 (on major structural improvements) and, in discussion, several other amendments were identified. MK will incorporate these changes into v.11 which will be circulated to all trustees and staff. The top line objectives of the P&P Development Plan are included in the Forward Plan but a full P&P Development Plan will be produced in the autumn. It was noted that the Forward Plan will be a working document subject to regular review.

It was agreed that the Forward Plan will be a useful tool to establish, monitor and deliver our priorities and targets and to ensure cooperation between cross-cutting operations within the DEI. It will also aid communication to members and new trustees as to the DEI's direction of travel.

The Forward Plan will be reviewed at the quarterly Chairs' meeting and major changes reported to the Board. Standing Committees should monitor relevant aspects at their regular meetings.

Objectives and priorities in the plan will provide the framework for staff performance planning being considered by the FHR&M Committee

The Forward plan will be published on the Members side of the DEI website.

DK/

The accompanying management structure chart will be published on the public side of the website

ED

6. Hon Treasurer's report: JR

Budgets: JR reported that:

- After discounting non-recurring legal fees, there will be a projected deficit of £3.5k in 2017/18
- Membership income is likely to exceed the revised target of £61.7k this year
- The Project budget will have used all its grant allocation
- There will be a £3k target for Life Membership in 2018/19 which will be available during a limited time window.
- There is a need to change the wording on membership renewal page on the website to encourage Gift Aid donations

JR

Audit: JR has confirmed with the auditors that this will take place in August/September. Meetings with Lee Bingham, book keeper, have been arranged

Insurance: After the valuation of the Fine Art and Furniture collection, enhanced insurance cover has been agreed with Ecclesiastical Insurance at no extra cost. It was agreed that AH now be asked to identify the 100 most collectible books for valuation by Bonhams to improve insurance cover for the book collection.

Bank accounts: The Investment Account has yet to be reviewed with Julian Nowill. NatWest Bank will be asked to change the existing but disused Library Account to a dedicated account to receive any funds received under the name of the old Charitable Association Account.

7. Health and Safety: nothing to report.

8. Membership Secretary's report:

JL's written membership report to the end of May 2018 was noted.

9. Hon Secretary's report: DK

GDPR: DK reported that 534 members had now 'consented' to receive DEI communications. Approx. 200 fee-paying members had still not replied, of which c 50 did not have an email address. The office PC files had been re-organised, and DK was working on establishing shared drive access to these. Work on reviewing stored paper documents will commence over the summer.

DK asked that all trustees, including the new appointments, start using their dedicated dei.org email addresses. Group lists on individual PCs should be amended accordingly

Office update: the office will be re-painted later this week. Several new volunteers working regular weekly duties have started recently and DK is identifying individual task allocations for them. The volunteer office admin manual is now a working document, although this will be subject to further development. There is significant staff leave in July and August and trustees are encouraged to be available as a referral person during this period.

10. Project Manager and P&P Committee report: ED

Project Manager report: The current project finishes at end of June 2018. The final display will be 'Collecting the World' which will feature original DEI exhibits given to RAMM as a starter collection in mid C19th.

The grant funding is being prepared for audit and an evaluation of the project will be circulated to trustees in the Autumn.

Minutes of the last P&P Ctte: There will be an increased momentum of activity in the autumn with deadlines for activities already set. Simon Cartlidge has been assessing the capital funding needs of the DEI building. These will be submitted to trustees for discussion and subsequent member and stakeholder consultation in the autumn. Board approval will be required before submission of further grant applications.

It was agreed that there would be a Board briefing on the working with external funders and future development proposals, to be considered alongside a review of the Risk Register. There will be a separate session following the Board meeting on 12 September to undertake this.

11. Librarian (AH): no report

12. Standing Committee reports and recommendations

12 (i) Finance, HR and Membership Committee

The committee minutes for the 23 May were noted. A special meeting to consider communications will be held on 27 June.

12(ii) Housekeeping and Buildings Committee

This committee met on 12 June and recommended that fire assessment changes to the kitchen and Courtenay Room corridor, with the establishment of two additional fire exits were implemented. This was agreed.

13. AOB: There being no other business the meeting concluded at 13.00.

14. Date of next meeting: Wednesday 18 July at 10:00