

### Minutes of the Board of Trustees Annual Meeting

Held at 5.00pm on 27<sup>th</sup> October 2020 by Zoom

Trustees present: Margaret Knight (MK), John Reeves (JR), Derek Knight (DK), Richard Templeton (RT), Sandra Bond (SB), Shane Cormie (SC), Henry French (HF); Max Goodison (MG), Imogene Dudley (ID), Ruth O'Neale (RO)

1. Apologies: None received but MK reported that Robert Guyver had resigned as a trustee with effect from the date of the AGM for personal reasons.
2. Conflicts of Interest: Trustees were asked to send any Conflicts of Interest to DK for inclusion in a new electronic Register of Interests
3. Election of Chair  
Margaret Knight was proposed by HF, seconded by RO. There being no other nominations she was declared elected.

MK thanked trustees for her re-election and reminded everybody of the legal requirement of the duties of trustees and adherence to our charitable objects and code of conduct

4. Election of other Postholders  
Derek Knight was proposed as Hon Secretary by JR, seconded by RT. There being no other nominations he was declared elected.

MK stated that as no nominations had been received for the post of Treasurer it is intended that oversight of finances will be undertaken by a new Finance Advisory Group (see sec 7 of these minutes) with day to day administration being devolved to Lee Bingham, the DEI Bookkeeper.

MK reported that, following Jeremy Lawford's resignation, Jen Jousiffe has become the new Joint Membership Secretary working with Clare Radstone

5. Minutes of the Annual Meeting of 25<sup>th</sup> November 2019  
The minutes of the previous annual meeting were agreed and there were no matters arising.
6. Annual Review of Standing Orders  
RO queried who would chair any meeting in the absence of the appointed Chair. DK clarified that this point was covered by the overarching DEI constitution and a replacement chair would be appointed from those present. The revised Standing orders were approved.
7. Management Structure and Terms of Reference  
MK presented a review of the current management and governance structure which had evolved following the management re-organisation implemented in April 2020. The terms of reference for the two new Finance (FG) and HR Advisory Groups were agreed and the following actions approved:

Finance Advisory Group:

The meeting of the FG will determine who will replace JR as the lead contact with the

Cooperative bank. JR will temporarily continue in this role to complete the following changes

- Robert Guyver to be deleted as a bank signatory
- New and existing bank signatories to be Lee Bingham (as an appointed person), DK, RT, MG and JR
- Access to internet banking for dual approval of invoices to be arranged for Lee Bingham, MG, DK, and JR. Further names to be considered later
- MK will send the revised job description for the Bookkeeper to all members of the FG

HR Advisory Group

- DK will check with Geoff Roberts if he is willing to serve on this group before organising dates to meet

#### 8. Appointment of trustees to Standing Committees

The following appointments were approved

Leadership Team	Trustees: Chair of Board, Hon Secretary Staff: Director of Collections & Research – Emma Laws Director of Project and Programmes – Emma Dunn
Project Steering Group	Chair of Board, Hon Secretary, John Reeves, Henry French Staff: Emma Dunn (Chair), Emma Laws, Carol Anderson Co-opted: Katharine Chant, Simon Timms, Beth Howell
Finance Advisory Group	Trustees: Chair of Board, Hon Secretary, Richard Templeton, Max Goodison Staff: Bookkeeper - Lee Bingham and other staff as required.
HR Advisory Group	Hon Secretary, Geoff Roberts, Shane Cormie, Ruth O’Neale

Other trustee roles

- Shane Cormie – tours and library volunteer liaison
- Sandra Bond - tours and library volunteer liaison
- John Reeves – Tours liaison
- Christopher Chanter – Furniture conservation
- Ruth O’Neale – Digital infrastructure upgrade
- Imogen Dudley – Heritage networking
- Henry French – University Liaison

#### 10. Review of Policies and Procedures

The current policies are available in the DEI office and DK offered to send trustees electronic copies on request

#### 11. Strategic Plan and Development Day

MK will circulate the draft brief for the Development Day which will review progress for the Round 2 of the Next Chapter project

#### 12. Board meeting arrangements

Agreed in principle that 2021 Board meetings would be held at 5.00 pm on Wednesdays, initially by zoom while coronavirus restrictions prevail. The first meeting will be in mid-

January with dates to be confirmed after the Leadership Team have identified budget and project milestones

13. Resolutions – none received

*The meeting finished at 6.00pm*