

**Governing Board Meeting Minutes**

**21 January 2017**

**Present:** Luis, Gustavo, Daniel, Calixto, Einav, Margie, Anne-Caroline, Vinh, Gaby

**Apologies:** David

**Minutes:** Denise

**Approval of agenda and minutes of our previous meeting - Daniel**

As our first orders of business, Daniel asked us to approve the agenda of this meeting and the minutes of our previous meeting,

**Decisions:** We approved both the agenda and minutes.

**Investment of Funds – Calixto and Gaby**

We have significant funds to invest, especially due to the legacy from the Harris estate in 2016. Calixto and Gaby brought forward a recommendation from the Resources and Infrastructure Committee to invest with a fund manager. A well-known and reputable firm has been interviewed and proposed. The Resources and Infrastructure Committee would take into consideration any guidance the Board gave on the investment profile and would oversee arrangements delegated to Gaby and the Fiscal Officer and receive regular reports, to be brought to the Board with quarterly financials.

**Decision:** We agreed with the direction and requested further information about the proposed fund manager and a final wording of the proposal to consider at our next meeting.

**Conference and Events Committee and Regional Coordinators - Anne Caro, Einav and Gaby**

Einav outlined some concerns and confusion around the respective roles of the Conference and Events Committee and the Global Conference Working Group. The committee also currently has almost no connection to the Conference and Events Regional Coordinators (who are being temporarily managed directly by Rupert, since the International Coordinator stepped down last year). Einav, Gaby and Anne-Caroline advised that they will bring some options, which they outlined, see below, for our consideration in February. Daniel advised that the Conference and Events Committee has asked for some time with the Board during our February meeting. The options outlined are:

- Consider changes to the organizational structure, including bringing the Conference and Events Regional Coordinators under the Training and Quality Assurance area to tie-in training organization and training delivery, and the role of Conference and Events International Coordinator.
- Consider giving some specific focus and priorities to the Conference and Events Committee.

**Actions:**

- We were asked to consider the options outlined to us so that we can have an informed discussion in February.
- The Committee will be invited to give input on the options before our next meeting.

**Junior Branch Review – Gustavo and Denise**

Gustavo and Denise asked the Board for our feedback on the proposal drafted by the Junior Branch Review Team. We gave some general feedback and some specific guidance, as requested by the team. We asked for our thanks to be passed on to the team for all their hard work.

**Decision:** We gave our approval for the general direction of the Junior Branch Review Team's proposal.

**Action:** Gustavo and Denise will take our feedback to the team, which will develop a final version of their proposal, incorporating our feedback and guidance, for our consideration at our February in-person meeting.

**Strategic Plan Dashboard - Margie**

Margie explained that the dashboard shows where we're on track with the strategic plan and where we may need to adjust. She advised that we will go through the document in detail at our in-person meeting, as part of a regular annual review of the Plan.

**Governance Team Report - Margie**

Margie drew our attention to the policy review schedule, which will be discussed at our February meeting. CEO succession planning is one of the governance projects. She advised that significant work had been done by the Secretary General to ensure that emergency documents are in place and they are working now to standardise the approach and ensure that the necessary information is gathered for longer term planning.

**Brand Review - Denise**

Denise took us through a short presentation and explained the rationale and process for the review of the logo, which is an important aspect of the brand review included in the strategic plan, and the guidance we give on using it. She asked for our permission to go ahead and finalise this work, so it can be shared with Members for consultation and hopefully approval.

**Decision:** we gave our approval for Denise to continue with this work.

**Action:** We were invited to give any specific feedback to Denise as soon as possible. She will bring back a final version of the presentation for our approval at the February meeting.

**Global Conference Update – Anne-Caroline**

Anne-Caroline gave a short update on the progress being made by the Global Conference Working Group, which is concentrating on developing content for the event.

**Alumni Association – Daniel and Denise**

Daniel and Denise shared the draft governing documents for the new association that they are working on with solicitors in the US and a draft role profile for new Board members. They expect to have the governing documents finalised for our approval in February. Calixto reminded us of the commitment made by the Board in June 2016 to award £70,000 to the development of the alumni association.

**Action:** We were asked to give any feedback on the governing documents to Daniel and Denise as soon as possible.

**Our next meeting:**

24-26 February 2017 in Newcastle.