

Minutes BYC Board 4th September 2010

(Manchester)

Trustees Present: Chair Alex Delaney (AD), Tim Coates (TC), Tom Le Feuvre (TL), Ian Adderley (IA), Mark Flynn (MF) Liam Preston (LP), James Slocombe (JS), Josh Snape (JoS), Alex Pott (AP), Elle Dodd (ED), Leah Magoye (LM), Jack Rowley (JR),

In attendance: James Cathcart (JC), CEO and Company Secretary

Action points Summary

Action	Who	When
TLF to circulate Commonwealth Nigeria report to Board and Team	TLF to JC	.Not specified
Search Group VC Treasurer process – TC/Chair and JC initial planning meeting	TC	Before induction
TLF to send fuller explanatory note on role of Commonwealth Board rep for successor c/o JC	TLF - JC	Before Induction
YMN hosting to be further explored and actioned General alliance with other orgs to continue	JC	Not specified
Board roles to be written and forwarded to AD, or JC/new Chair for collation.	All	Before board.
JC to review branding of international to ensure our key messages communicate our work in this area to members.	JC	Not specified

1. Minutes July 2010

Corrections noted: “Co-operative” hyphenated.

2. Matters Arising None

3/ CEO report (paper circulated in advance)

3.1 Discussion and questions.

3.2 Agreed recommendation to appoint interim Acting VC Finance – TC agreed and appointed with effect from ACM. 04.09.10

3.3 TC also undertook to establish interim search group with new Chair (who leads Search Group), to recruit and recommend Treasurer to Board through co-optation process. ED, whilst retiring, offered her services as she had recruited previously co-opted Treasurer. MF also offered. TC, Chair, JC to hold initial meeting.

3.3 Welcomed and agreed CEO approach to cooperation with organisations. Discussed Young Mayors and agreed, on condition of clear relationship that meet mutual expectations, did not overburden capacity, and was subject to written agreement. Are there any assets. JC referred to the arrangement as 'hosting', but said would now explore actual cost and timing. JC to draft MOU with common principles. **JC to take forward**

4/ Management Accounts

1. Confirmed that the deficit budget for 0910 has reduced due to forecast increased revenues.
2. Fundraising report previously discussed and noted by Financial Strategy Group and provided to full Board for information. Appointment of Katherine Allen welcomed, and her efforts in support of SMT to focus on fundraising.

5/ Chairs report

5.1 Search Group

Chair apologised to Board that a Search Group review/recommendations had not been completed for this final Board meeting, due to pressure of work.

5.2 Planned induction with Graham Allcott – taking place at Scouts. New Chair to take over co-ordination. Reminder to those who have done to so send in Role Specs for their trustee roles.

5.3 Held final mentoring meeting and exit interview.

5.4 Spend 6 hours – 10 hours a week on chair business. Noted that having a f/t job resulted in not giving enough time. New board need to reflect on role of Chair and its time commitment. Most challenging and had a great time and “humbled.” and Honoured to have been in the role as Chair.

5.6 Action point from last meeting – AD and JC had reflected on ED and TLF request to reconsider reducing proposed 360 degree appraisal three year cycle to two. (This followed evaluation and recommendation of the pilot 360 process this year) Done so and no change to recommendation though remain open to evidence based reasons. JC taken advice from ACEVO about frequency in the sector, awaiting reply so AD prefer to now pass it on to the new chair.

5.7. This was still a proposal and that current CEO contract contains no obligation to take part in 360 process.

6/ International Paper

6.1 James presented papers 1a, b and c.

- 1a. James C. needs to go back to James E about 4.2 to clarify
- 1b. Agree the recommendations.
- 1c. Noted and welcomed

Concern about apparent lack of awareness amongst young people of BYC international activity – possible due to shared branding with UK Young Ambassadors, or lack of effective communication. However it was noted that those attending Convention workshops where the straw poll was conducted may have had first time audiences that were recruited via workers and had not come across BYC as a whole. **JC** believed new brochure would address the issue in part but **would undertake to ensure** BYC international representation branding clearly covers our work and support of others – including UK Young Ambassadors.

6.2 TLF clarified that in the case of Commonwealth Exchange Programme Board – you are a Governance representative. **TLF to send fuller explanatory note for successor c/o JC**

7. AOB

Retiring trustees thanked by Chair, who in turn was thanked for her exemplary service.

Date of next meeting: Sunday 10th October Gilwel Park.