



Essex Beekeepers' Association

DRAFT MINUTES of the Central Executive Committee

Meeting on Tuesday **14 May 2019**

Held at 7.30pm at Trinity Methodist Hall, Rainsford Road, Chelmsford

Trustees present:

Chair: **Jane Ridler** – Chair of the CEC JR

Trustees/Voting Members present:

| | | |
|--------------------------|------------------------------|----|
| Tony Rand | General Secretary/Colchester | TR |
| Paras Shah | Treasurer | PS |
| Jan Tutton | Chelmsford | JT |
| Glenn Mayes | Dengie Hundred & Maldon | GM |
| Don McHale | Epping Forest | DM |
| Vanessa Wilkinson | Saffron Walden | VW |
| Vernon Amor | Southend | VA |
| Nick Holmes | Harlow | NH |
| Bridget Mudd | Braintree | BM |

Officers/Members:

| | | |
|-----------------------|-----------------------------------|----|
| Richard Ridler | BBKA Delegate | RR |
| Robert Silver | Editor of the Essex Beekeeper | RS |
| Ian Nichols | Bee Health Secretary | IN |
| Pauline Tidmas | Secretary of Essex Show Committee | PT |

1. Apologies for absence

Pat Allen (PA), Paul Wiltshire (PW), Jim McNeil (JMcN), and Steph Green (SG).

Absent: Ted Gradosielski (TG)

JT apologised for her late arrival at the meeting.

2. Minutes of the CEC meeting on 12 March 2019

The Minutes were accepted and signed by the Chair, after minor corrections: Change Bee Health Nominee to Bee Health Secretary; Point 1: Spelling Glen amend to Glenn; Point 5: TF to TR; 'The TOR will be reviewed at each meeting', change to '... reviewed by the CEC annually'.

3. Matters arising from those Minutes and action updates

Point 3: Trustee Training Day

JR reported that trustee training had been postponed until July. It will be rescheduled to

immediately before the next CEC meeting.

Action: JR to organise trustee training session for new trustees, VA, BM and GM, before July CEC meeting.

Point 5: Governance Committee Reports

Action: JR to contact TG about requested scheduling of Governance Subcommittee meetings before each CEC meeting.

d. Wording of Junior Membership for Trustee Handbook

Action: VW to check THB entry and reword if necessary.

Point 11: Chain of Office

Action: PA to obtain an estimate for making the changes to the Chain of Office as agreed at March CEC meeting.

4. Charities Commission Report by Chair

JR had prepared a statement for the Charity Commission website, which is compliant with required formatting. No amendments were suggested by trustees. It will be uploaded to the Charity Commission website as required by law.

Action: TR to upload Charity Commission Annual report with the Annual examined Treasurer's report and accounts to the Charity Commission website.

5. eR2 - proposal to ratify adoption

JR reported that Essex is the last Association of any size to join eR2. Being outside eR2 has already had an impact: EBKA swarm collectors have not been added to the BBKA's swarm map. NH reminded the CEC that, in February, EBKA was asked for submission of the swarm collectors list, but in March was told that collectors could only be added to the list if the Association had joined eR2. JR mentioned that other Associations who are in the process of transferring have been affected too. GM reported that Carlie Mayes is the only collector marked on the map, which means she is inundated with swarm collection requests.

At the BBKA Spring Convention in April, JR, RR, NH and Bob Manning (Romford Division) met with Martin Smith (Project Manager, Purely Solutions Ltd) for a two-day meeting on eR2. It was concluded that, although there are still wrinkles in the system, there is now a workable model for our Association. JR emphasised that if we wish to stay in the BBKA we will have to use eR2. Garth Milford (Saffron Walden), who is an IT professional, has indicated that he is happy to coordinate entry of EBKA data into the system.

JR proposed that '**EBKA transfer to eR2 takes place as soon as possible**'.

- **Vote: 8 For; 1 Abstain CARRIED**

It was also proposed that '**Garth Milford is appointed as eR2 manager to oversee eR2 for EBKA and invited to CEC meetings**'.

- **Vote: 9 For; 0 Against CARRIED**

JR said that NH and Bob Manning have offered to help Garth to get the system set up. The following divisions, Braintree, Chelmsford, Colchester, and Dengie Hundred & Maldon were reminded to send contact details of their membership secretaries, who will be involved with electronic transfer of divisional data, to JR. The eR2 manager position might be amalgamated

into the role of EBKA Membership Secretary in future.

Action: BM, JT, TR and GM to send contact details of their membership secretaries to JR as soon as possible.

6. Essex Beekeeper Magazine proposals to membership

Following the CEC meeting in March, divisions had been asked to submit proposals for consideration by trustees. Chelmsford had submitted a formal proposal, and comments and observations from other divisions had been received in emails and divisional reports.

Trustees from each division summarised their views. In summary, Braintree, Harlow, and Colchester were in favour of retaining central printing of the Essex Beekeeper. No representative from Romford was present, but the trustee's email reflected that Romford wished to retain both electronic and printed versions, but whether centrally or locally printed was not mentioned. Chelmsford, Dengie Hundred & Maldon, Epping Forest, Saffron Walden and Southend were in favour of electronic-only with copies printed locally for those wishing for a hardcopy of the magazine.

JR pointed out that both viewpoints could be respected. This could be done by providing an electronic copy of the magazine with local printing of hardcopy being devolved to the divisions. The cost of central printing is about £5000 per year and this amount could go back proportionally to the divisions. Concerns were expressed about the cost and quality of local printing. PS suggested use of Google to source local printers who deliver to a specific destination at reasonable cost. It would be the responsibility of the divisions to decide whether individuals or the division pay for hardcopies.

RR commented that members have paid their subscription to have the magazine printed until the end of the year. Our printers would need reasonable notice if we ceased production, so a new regime would begin on 1 Jan 2020.

After considerable discussion, GM proposed that **'EBKA move to electronic-only production of the Essex Beekeeper from 1 January 2020. Hardcopies for members who need and want them would be the responsibility of individual divisions'**.

- **Vote: 7 For; 3 Against CARRIED**

JR emphasised that the details of the transition needed to be explored and members to be consulted.

There was further discussion about the form of the Essex Beekeeper. Should we keep the current format of a monthly magazine and/or introduce an interim newsheet or bulletin that would be more immediate and informational?

JR proposed that **'EBKA adopt an additional electronic bulletin to keep members up to date'**.

- **Vote: 9 For; 1 Abstain CARRIED**

JR asked RS to put a proposal to the CEC for format, timing and content of an additional electronic bulletin.

Action: RS to put forward a proposal for an electronic bulletin.

7. Governance

a. Finance Policy

JR was disappointed that a Finance Policy was not presented at the meeting by the Governance Subcommittee and emphasised that it must be available at the next CEC meeting for discussion and approval.

PS reported briefly on EBKA finances. EBKA has approx £30,000 in the bank, with Romford still to pay their capitation. There were a few outstanding payments: one to cover Essex Beekeeper magazine invoices totalling about £7000 (for 2 years) and another of £2149 for the Honey Show, which would be paid on 1 September. EBKA has received a legacy of £1000 from the estate of the late Josephine Anne Humphrey. PS will be putting together a cash forecast for next year for review by the CEC.

Action: PS to provide a financial forecast for a CEC meeting later in the year.

b. Honey Show Governance

It was agreed that a Terms of Reference document needs to be approved by the Honey Show Committee, and then presented to the next CEC meeting in July.

Action: PT to ensure Terms of Reference are approved by the Honey Show Committee by July.

Action: TR to add this item to the agenda for the next CEC meeting.

JR asked that both Governance and Honey Show subcommittees meet in advance of CEC meetings so that the requested information is available.

JR noted that Julie Mugglestone (Romford) had offered to help with the EBKA Health and Safety Policy document.

TR agreed to finalise the GDPR document.

Action: TR to finalise GDPR document.

c. Trustee Handbook

Several sections of the Trustee Handbook have been revised. VW was asked to forward them to members of the CEC one month before the next meeting to allow time for review.

Action: VW to forward revised sections of the Trustee Handbook to the CEC by 23rd June.

8. Website publication of Policies

JR pointed out that access to policies, rules etc on the website is inconsistent, with some eligible to all members and some to the CEC only. This needs to be reviewed and discussed at the next committee meeting.

Action: TR to add website publication of Policies to the agenda for 23 July.

9. Honey Show Committee

a. 2019 show update

PT reported good progress for the Honey Show at Orsett on 7 September. In summary, judges have been appointed, a flyer will be included in the June Essex Beekeeper, with Show Documents available in the July issue. A theme for the show will be decided. A request to increase the size of the marquee to 80 feet wide has been made to address Health and Safety concerns. The cost of the larger marquee will be an extra £200 but it is hoped that this will include tables and chairs, which were an extra charge last year.

b. Banner payment request

PT explained that Peter Aldridge had paid for the banner for last year's Honey Show but there had been an error with the order and it is not suitable for re-use. The cost was £55 and there was a request to recompense him.

JR proposed that **'The cost of last year's banner should be paid by Central Funds'**.

- **Vote: 9 For; 1 Abstain CARRIED**

PT said that a new banner will be organised for the upcoming show, which can be used from year to year.

10. EARS 3 additional funding

JR reminded the committee that it had agreed to provide £500 of support for the EARS 3 project. At the time, the committee had agreed it would consider additional funding in May. Should we add more funding at this stage? The subject of research is chronic bee paralysis virus and the project will last 3-4 years. IN emphasised the serious nature of the disease for bee colonies. JT proposed an increase in funding, given that we have money in the bank and that the project fulfils our charitable aims.

Following discussion, JR proposed that **'EBKA donate an additional £500 for the EARS 3 project, with a review of extra funding next year'**.

- **Vote: 10 For; 0 Against CARRIED**

11. Asian Hornet AHAT reps recruitment

JR stated that several divisions had been educating their members about the Asian Hornet this year, e.g. Epping had held a successful conference in March. Given that the Asian Hornet is likely to be a serious threat to beekeepers in the near future, she recommended that there should be representatives from each division responsible for local knowledge and that an EBKA coordinator be appointed. Some BBKA divisions have already set up Asian Hornet Action Teams to help beekeepers monitor for the pest and to report to the NBU swiftly if necessary.

IN reported that he can no longer represent EBKA as Bee Health Secretary as it conflicts with his employment as a Bee Inspector. JR thanked him for invaluable contributions to the committee. JR has asked Katy Langley (Epping) if she might take on the role.

12. CIO proposal

The change of status of EBKA to a Charitable Incorporated Organisation was discussed by the CEC last year, and TR had put a proposal to the Governance Subcommittee in Aug/Sept. He said he would put this proposal to the CEC at the next meeting in July.

Action: TR to add proposal for CIO to the agenda for the next CEC meeting

13. Future CEC venues

Given that the car park opposite Trinity Church is no longer accessible, JR suggested that we search for an alternative venue for CEC meetings. Committee members are encouraged to send any suggestions to TR.

Action: Any suggestions for alternative meeting venues to be sent to TR

14. Divisional reports

Divisional reports should be submitted to TR in advance of each meeting. JR reminded trustees that their reports should follow the agreed template for reports, and recommended Maldon and Saffron Walden's reports as examples.

15. Future meeting dates: 23 July, 24 September, 26 November

16. Any other business

Steph Green, our new Exam Secretary, has booked the Rowena Davy Centre in Great Dunmow for BBKA exams in November. The booking cost of £36 was approved by the committee.

NEXT MEETING – Tuesday 23 July 2019 at 7.30pm
Carol Evans Room, The Link, Methodist Church, Rainsford Road, Chelmsford.

| Action date | Owner | Action | Action due date | Update | Status |
|-------------|-------|--|-----------------|--|--------|
| 22/1/19 | VW/JT | The actions from 22/1/19 and 12/3/19 to be extracted and delivered as requested. | 12/3/19 | JT: outstanding due to VW illness. JT to complete with mins from 12/3/19 | closed |
| 22/1/19 | PW | Safeguarding Policy updates to be completed. | ? | | open |
| 12/3/19 | TG | Identify and confirm mini course for new Trustees. | ? | JR will arrange session for new trustees before the July CEC meeting | open |
| 12/3/19 | RS | Following consideration a proposal for the Essex Beekeeper will be put to members. | ? | See RS entry 14/5/19 for proposal below | closed |
| 12/3/19 | JR | Contact Garth Milford to confirm his interest in the eR2 Manager role. | ? | Garth is interested in the eR2 Manager role | closed |

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|---------|----------------------|---|---------|---|------|
| 12/3/19 | TR | Add the County Show Governance to the next CEC agenda. | ? | Terms of Reference for the Show need to be approved by the Honey Show Committee | open |
| 12/3/19 | PA | Obtain an estimate for making the changes to the Chain of Office as agreed. | ? | | open |
| 14/5/19 | JR | Organise trustee training session before CEC meeting on 23 July | 9/7/19 | | new |
| 14/5/19 | JR | Contact TG re Governance Subcommittee meetings taking place before CEC meetings | ? | | new |
| 14/5/19 | TR | Finalise GDPR document | 9/7/19 | | new |
| 14/5/19 | VW | Check wording of Junior Membership for Trustee Handbook and reword if necessary. | 23/6/19 | | new |
| 14/5/19 | TR | Upload Charity Commission Annual report with Annual examined Treasurer's report and accounts to CC website. | ? | | new |
| 14/5/19 | BM, JT, TR, GM | Send contact details of membership secretaries to JR as soon as possible. | 1/6/19 | | new |
| 14/5/19 | PS | Provide financial forecast for EBKA for a CEC meeting later in the year. | | | new |
| 14/5/19 | PT | Ensure Terms of Reference for the Honey Show Committee approved. | 9/7/19 | | new |
| 14/5/19 | VW | Send revised sections of the Trustee handbook to CEC members | 23/6/19 | | new |
| 14/5/19 | TR | Add Website publication of Policies to the agenda for 23 July | 9/7/19 | | new |
| 14/5/19 | TR | Add CIO proposal to the agenda for 23 July | 9/7/19 | | new |

Minutes agreed as true record of meeting:

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Jane Ridler

Chair – CEC

23 July 2019