



# EssexBeekeepers'Association

## Minutes of the Central Executive Committee Meeting

**Tuesday 23 July 2019**

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

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### Trustees present:

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

### Trustees/Voting Members present:

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

### Officers/Members:

<b>Pat Allen</b>	Membership Secretary	PA
<b>Steph Green</b>	Examinations Secretary	SG
<b>Garth Milford</b>	eR2 Manager	GMD
<b>Richard Ridler</b>	BBKA Delegate	RR
<b>Pauline Tidmas</b>	Secretary of Essex Show Committee	PT
<b>Katy Langley</b>	Bee Health Secretary	KL
<b>Salma Attan</b>	Bee Health Secretary	SA
<b>Ted Gradosielski</b>	Chair of Governance Subcommittee	TG
<b>Sarah Rumble</b>	Observer	SR

#### 1. Apologies for absence

Jim McNeill (JMcn) and Robert Silver (RS)

JR introduced SG as Examinations Secretary and GMD as eR2 Manager, also KL and SA our new Bee Health Secretaries. SR attended the meeting as an observer and will be taking over from VA as trustee for Southend.

## 2. Minutes of the CEC meeting on 14 May 2019

The Minutes were accepted and signed by the Chair, after minor corrections: Change IM to IN in points 10 and 11.

## 3. Matters arising from those Minutes and action updates

### Point 3:

**Trustee Training Day:** JR reported that trustee training had taken place on 23 July as planned.

**Chain of Office:** PA estimated that the cost of gold bars for the Chain of Office would be approx £12; we would need four bars. The cost was approved by the committee and PA will have the completed Chain ready for this year's conference.

**Action: PA to provide the completed Chain of Office for the conference on 20 October 2019**

**Point 7:** PA explained that Romford's treasurer was unaware of the change of County Treasurer and had been unwilling to authorise payment to an unknown payee, hence the late capitation payment.

**Point 9b:** As approval has been made for the cost of the banner, JT was asked to communicate this to Peter Aldridge and to let him know that he will be paid from Central Funds.

**Action: JT to contact Peter Aldridge about payment of the banner cost from Central Funds and to pass Peter's email to PS, so payment can be organised.**

## 4. Treasurer's report

PS reported that capitation payments for all divisions have been received and that currently EBKA has approx £27,000. This does not reflect outstanding payments for: £1000 for the EARS research project; subscription for the website; and payment for postage of the magazine.

A financial summary of EBKA CEC Receipts and Payments 01-01-2019 to 31-12-2019 had been included in the committee meeting papers, however the heading was incorrectly labelled 2018 instead of 2019.

**Action: PS to amend the incorrect heading on the financial summary.**

PS said he would send a copy of a Gift Aid Declaration form that is used by another organisation, which might be adopted by EBKA, to the CEC for consideration.

**Action: PS to send copy of Gift Declaration form to members of the CEC.**

## 5. eR2 - Progress, way forward and considerations for Divisional Membership forms 2020

GMD gave an overview of progress to transfer divisional data to eR2. Basic information has been transferred for all members, either by divisional Membership Secretaries or by GMD (some divisions had not responded to him about data transfer). Membership Secretaries for each division still need to add detailed information for their members, e.g. date started beekeeping, requested addition to swarm list, etc.

NH was concerned about how BBKA are using eR2 data. Now his details have been added to the system, he is receiving emails direct from BBKA. GMD explained that 87 people are designated as 'officers' and it is that group who appear to be receiving emails direct from BBKA. He recommended that a minimum number of people are designated as 'officers' and that people's

names should not be added twice, e.g. both as trustee and divisional Chair. If we want BBKA marketing emails to go to everyone, then our membership forms need to have a form of words to explain how our data will be used by BBKA. GMD highlighted the need for all membership forms to include a GDPR statement, which is common across all divisions.

GMD explained that, at the moment, individual members cannot access eR2. The membership secretary of each division will be responsible for any changes to details. There are currently 17 users in the system, they include all Membership Secretaries, and everyone who has requested access. He recommended that all users are approved by a division. No user has been provided for Dengie & Maldon and GM was asked to provide details. PA asked to be added as a user as she is both Membership Secretary for the county and divisional Membership Secretary for Romford.

**Action: GM to provide GMD with a user for Dengie & Maldon.**

**Action: GMD to add PA as user for Romford.**

GMD was asked to provide the CEC with a list of the six custom fields allocated in eR2; the current list of users; and list of payment items as set up as present.

**Action: GMD to send above lists to the CEC by email.**

**Action: Trustees to send a list of preferences for custom fields and payment items for their division to GMD as soon as possible.**

GMD's view is that eR2 has been 'cobbled together' and not well designed, but he thinks EBKA can make it work. We need to ensure the system is set up correctly from the beginning. RR suggested that a small group of key people, e.g. General Secretary, Treasurer, etc should be involved in deciding how eR2 is set up.

JR thanked GMD for all his work on behalf of the committee.

NH asked RR to convey to BBKA our dissatisfaction with the way eR2 was introduced to associations and the misinformation given about the system.

**Action: RR to raise concerns about the introduction of eR2 at upcoming ADM meeting.**

## 6. Governance

### a. GDPR updates

TG reported that the wording of the GDPR document had been updated by TR as requested.

PW queried the wording in section 2.4.5, in which it states that there may be a 'need to transfer your personal information to countries outside the European Economic Area (EEA)'. He asked TR to send a copy of the BDI Privacy Policy so he could follow this up.

**Action: TR to send CEC a copy of the BDI Privacy Policy.**

JR proposed 'EBKA accept the slightly modified version of the GDPR document as the final version'.

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

## **b. Finance Policy**

PS emphasised the importance of EBKA having a finance policy. The document sent to the CEC for approval was a simple one that could be reviewed and tailored in the future.

TR suggested that the CEC keeps a record of all signatories on all bank accounts, including divisional accounts.

**GM proposed that 'EBKA accepts the Finance Policy as it is, and review the transparency of controls and signatories at a later date'.**

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

## **c. Honey Show Committee governance**

PT stated that the Governance Committee had revised the original version of the Terms of Reference document for the Honey Show. The current version binds the Show Committee closer to the trustees and CEC. JT queried the timeliness and reporting responsibilities of the show committee to the CEC. JR said that EBKA rules state how often the Honey Secretary should attend CEC meetings. She suggested that someone from the Honey Show Committee should be available at every CEC meeting.

**JR proposed that 'EBKA accepts the Terms of Reference - EBKA Honey Show document'.**

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

## **d. Trustee Handbook**

VW reported that she had sent the completed sections of the THB to all members of the CEC one month before the current CEC meeting. There were still some sections in the pipeline. She had received comments from one trustee, VA, with a few suggested amendments. Certain sections needed updating, e.g. County Show (to include the Terms of Reference) and Membership (to include eR2 information).

JT queried the wording of the Junior Membership section referring back to the Minutes of the CEC meeting on 19 January. Following discussion, it was decided that the question of Junior Membership should be revisited by the committee at a later date.

JR asked the CEC to let VW know if there were any other amendments for the updated sections.

***Action: CEC to contact VW with any amendments to updated sections of the Trustee Handbook.***

## **7. Website publication of policies**

JR stated that access to policies, rules etc on the website is inconsistent and that we need to decide how CEC information is organised. Certain documents should be publicly available, others for members only and others for CEC only. She will contact TG and NH to discuss this.

***Action: JR to contact TG and NH about website publication of policies, etc.***

TG suggested that the Membership Form should be available on the website.

## **8. Essex Beekeeper progress on electronic newsletter**

As RS was unavailable, it was decided to leave this item until the next meeting.

## 9. CIO briefing and proposal

TR had provided a Briefing Document on the proposal to change the status of EBKA to a Charitable Incorporated Organisation (CIO) for the CEC ahead of the meeting. He summarised the advantages of the change and pointed out that it is a fairly straightforward process using a template available on the Charities Commission website. JR said that John Rhodes, Saffron Walden Division, is a solicitor who has offered to help if we need it. TR offered to investigate the milestones of the process and consult where necessary, and it was agreed that he should go ahead.

**Action: TR to prepare more information on the process of EBKA becoming a CIO.**

## 10. BBKA ADM questions/proposals

RR explained that, as BBKA delegate, he represents Essex at the annual meeting of county delegates from across the country, which is held in January. His role is to argue in support of and vote for our position. He encouraged trustees to ask their divisions if they have a proposition for BBKA. Ideas should be available for discussion at the CEC meeting in September.

**Action: Trustees to ask divisions for BBKA propositions and forward to RR.**

## 11. Secretaries reports SG; KL

SG reported that 14 members from Essex took the Basic Assessment this year and that she is waiting to hear the results. Seven of the 14 exam candidates were from Epping Forest. There was one candidate for the Honey Bee Health Certificate, who travelled to Reigate for assessment. There is a dearth of examiners in East Anglia, with JR being the only one.

SG suggested that we should ask BBKA to review their information about the Basic Assessment, including the deadline for entry (currently at the end of August). As our delegate, RR was asked pass this information on to BBKA.

**Action: RR to propose that BBKA review Basic Assessment information and appoint more examiners in East Anglia for the Honey Bee Health Certificate.**

KL reported that she and SA would be arranging a meeting for Asian Hornet Action Team reps from Divisions. She had contacted EBKA secretaries by email recently concerning the high levels of EFB and AFB in Essex, with a request to disseminate the information to their divisional members, including the advice on colony inspection and hygiene measures. Divisions have been asked to pass on the name of their Bee Disease Officer to KL and SA. KL stressed the need to ensure that all beekeepers are aware of the signs of disease. JR thanked KL and SA for their prompt action.

**Action: Trustees to provide KL and SA with the names of their divisional Bee Health Officers.**

## 12. DVM reports

JR commented that Dengie & Maldon's DVM report included the suggestion that the CEC consider some process of 'training the trainer'. She believes this is an excellent way to share good practice.

### 13. Correspondence

In the minutes of the last CEC meeting, it was reported that EBKA had received a legacy of £1000 from the estate of the late Josephine Anne Humphrey. TR reported that this has now been paid to Central Funds.

### 14. AOB

JR reported that Michael Elliot, who is currently mailing secretary for the Essex Beekeeper, is retiring. She emphasised that the magazine will still be printed for everyone this year. Next year, Divisions will decide themselves whether to print or not, or to opt to receive an online-only copy. There will be money saved centrally, which the Divisions can use for printing or other enterprises, but the details of the financial arrangements will need to be addressed before then.

TR had provided the CEC with two options for alternative venues for future CEC meetings. Broomfield Village Hall appeared to be the more popular choice.

VW encouraged trustees to remind their members to book their conference tickets as soon as possible. This will help with catering arrangements. The Division responsible for next year's conference is Chelmsford.

### 15. Future meeting dates: 24 September and 26 November

**NEXT MEETING – Tuesday 24 September 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. Session completed 23/7/19	closed
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
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. Terms	closed

				of Reference accepted by CEC 23/7/19.	
12/3/19	PA	Obtain an estimate for making the changes to the Chain of Office as agreed.	?	Estimate received from PA and accepted by the CEC 23/7/19	closed
14/5/19	JR	Organise trustee training session before CEC meeting on 23 July	9/7/19	Training session completed 23/7/19	closed
14/5/19	JR	Contact TG re Governance Subcommittee meetings taking place before CEC meetings	?		closed
14/5/19	TR	Finalise GDPR document	9/7/19	Document finalised and accepted by the CEC 23/7/19	closed
14/5/19	VW	Check wording of Junior Membership for Trustee Handbook and reword if necessary.	23/6/19	Junior Membership to be discussed by the CEC later in the year	open
14/5/19	TR	Upload Charity Commission Annual report with Annual examined Treasurer's report and accounts to CC website.	?		closed
14/5/19	BM, JT, TR, GM	Send contact details of membership secretaries to JR as soon as possible.	1/6/19		closed
14/5/19	PS	Provide financial forecast for EBKA for a CEC meeting later in the year.			open
14/5/19	PT	Ensure Terms of Reference for the Honey Show Committee approved.	9/7/19	Terms of Reference approved by CEC 23/7/19	closed
14/5/19	VW	Send revised sections of the Trustee handbook to CEC members	23/6/19	Sent revised sections to CEC members as agreed	closed
14/5/19	TR	Add Website publication of Policies to the agenda for 23 July	9/7/19	JR and NH to discuss this issue and add to agenda for the next meeting	open
14/5/19	TR	Add CIO proposal to the agenda for 23 July	9/7/19	CIO proposal discussed on 23/7/19	closed
23/7/19	PA	Complete Chain of Office for the conference on 20 October 2019	17/10/19		new
23/7/19	JT	Contact Peter Aldridge re payment to him for last year's banner cost.	24/9/19		new
23/7/19	PS	Amend incorrect heading on 2019	24/9/19		

		financial statement; Send copy of Gift Aid Declaration Form to CEC			
23/7/19	GM	Provide GMD with a user for Dengie & Maldon	30/7/19		
23/7/19	GMD	Add PA as user for Romford; Provide CEC with list of the six custom fields allocated in eR2; the current of users; and list of payment items as setup as present.	30/7/19		
23/7/19	Trustees	Trustees to send a list of preferences for custom fields and payment items for their division to GMD as soon as possible	30/7/19		
23/7/19	RR	For BBKA ADM Meeting: Raise concerns about the introduction of eR2; propose that BBKA review Basic Assessment information and appoint more examiners in East Anglia for the Honey Bee Health Certificate	?		
23/7/19	TR	Send CEC a copy of the BDI Privacy Policy.	30/7/19		
23/7/19	CEC	Contact VW with any amendments to updated sections of the Trustee Handbook.	24/9/19		
23/7/19	JR	Contact TG and NH about website publication of policies, etc.	24/9/19		
23/7/19	TR	Prepare more information on the process of EBKA becoming a CIO	24/9/19		
23/7/19	Trustees	Trustees to ask divisions for BBKA propositions and forward to RR			
23/7/19	Trustees	Trustees to provide KL and SA with the names of their divisional Bee Health Officers			

**Minutes agreed as true record of meeting:**

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**Jane Ridler**

**Chair – CEC**

**23 July 2019**