



Minutes of the Central Executive Committee Meeting

Wednesday 20 May 2020

Voting Members:

JR	Jane Ridler	Chair	Present
TR	Tony Rand	General Secretary & Colchester Trustee	Present
PA	Pat Allen	Treasurer	Present
JT	Jan Tutton	Chelmsford Trustee	Present
GM	Glenn Mayes	Dengie Hundred & Maldon Trustee	Present
DM	Don McHale	Epping Forest Trustee	Present
VW	Vanessa Wilkinson	Saffron Walden Trustee/Minutes Secretary	Present
CA	Chris Allen	Southend Trustee	Apologies
NH	Nick Holmes	Harlow Trustee	Present
BM	Bridget Mudd	Braintree Trustee	Absent
JM	Jim McNeill	Romford Trustee/Honey Show Delegate	Present

Officers / Members:

JS	Jean Smye	President	Present
RS	Robert Silver	Editor of Essex Beekeeper	Apologies
RR	Richard Ridler	BBKA Delegate	Present
MW	Michael Webb	Secretary of Essex Show	Apologies
TG	Ted Gradosielski	Chair of Governance	Absent
SG	Stephanie Green	Exam Secretary	Present
GMD	Garth Milford	eR2 Implementation Manager	Absent
KL	Katy Langley	Bee Health Secretary	Apologies
SA	Salma Attan	Bee Health Secretary	Present

1. Introduction

Apologies - see above

TR stated that CA had asked him to act as his Proxy, and to vote on his instructions received. JR suggested that it was generally custom and practice for a Trustee who is unable to attend a CEC meeting to appoint someone from their own Division as their Proxy. In this instance TR was not of the same Division.

The President drew the meeting's attention to the Association's Rule in question which allows a degree of flexibility for the nominating of a Proxy. In all cases the General Secretary or CEC Chair must be given the name of the Proxy prior to the meeting in question.

It was agreed that TR would act as Proxy for CA at this meeting.

As this was a Zoom meeting, NH asked whether the meeting was being recorded: he was concerned about security of file transmission and storage. JT said Zoom meetings were automatically recorded but offered to disconnect the recording.

JR proposed 'That CEC Zoom meetings are not recorded until there had been more research on the issue'

- **Vote: 9 For; CARRIED**

2. Proposition that the meeting should be considered as a formal meeting of the CEC under Rules 11 and 12

At the informal CEC meeting on 5 May it had been agreed that video conferencing sessions should be considered as properly convened meetings of the CEC. Furthermore JT and PA were willing to host CEC Zoom meetings using their divisional licences. With access to two Zoom licences, would we get enough use out of a separate CEC licence, given the expense? JT said that other divisions were welcome to use the Chelmsford licence for meetings, provided there was no clash of dates.

TR proposed that '**The CEC on behalf of EBKA purchase a video conferencing licence for CEC meetings**'

- **Vote: 1 For; 7 Against; 1 Abstain; REJECTED**

TR proposed that '**Future meetings be hosted by a County Officer**'

- **Vote: 8 Against; 1 Abstain; REJECTED**

3. Minutes of last meetings

Notes of CEC Meeting 5 May - Approved

Minutes of CEC Meeting 3 March - Approved

4. Matters arising not on Agenda and action updates (3 March)

(i) The 2021 Ted Hooper Lecture at the Wax Chandlers Hall - point 3 (v):

JR hoped that Trustees had informed their divisions of this decision.

See Agenda point 7.

(ii) Guide to GDPR and GDPR recommendations - point 6(i)

KL had circulated these two documents to the CEC as promised

(iii) Health & Safety - point 6(ii)

Safety Officers should have been appointed by divisions to cover Risk Assessments for events.

(iv) Trustee Handbook - point 6 (iii)

JT's changes to the Membership section of the THB had been adopted.

(v) CIO Update and Trustee Feedback - point 8

Creation of a draft set of Rules & Regulations to accompany the CIO constitution is still ongoing by TR.

5. Treasurer's Report

A written report had been circulated. In summary, PA explained that all divisions had paid their Spring capitation but many of the divisional remittances appeared to be incorrect. Therefore the total amount paid to BBKA was also incorrect. Although a BBKA member of staff was able amend the records to enable an error-free return for the year, problems at divisional level needed to be resolved so that an accurate return could be submitted next year. It appears that divisional

payments and membership categories have not been mapped correctly using eR2. This needed to be resolved as soon as possible.

JT said that Divisions were all using eR2 slightly differently. Honorary membership and divisional/county membership categories were an issue and had led to entry anomalies. Rigour on administration of membership categories needed to be applied across all Divisions. The recently approved entry to the Trustee Handbook on Membership categories should help with future entries.

PA offered to set up a meeting with divisional Treasurers to agree a consistent way of working with eR2.

Action: PA to organise virtual meeting of Divisional Treasurers, JT and GMD (if willing) to share best practice and agree a consistent way of working.

JR thanked PA and JT for their help and hard work to iron out problems with eR2.

TR stated that as CA's Proxy he had been asked to raise an issue highlighted by the Southend's Divisional Treasurer. JR encouraged CA to get in touch with PA, given the meeting's time constraints.

6. EBKA conference update

JT summarised Chelmsford Division's report (circulated to the CEC) on the EBKA conference and the impact of the coronavirus pandemic. Clear reasons were stated why the Division strongly recommended postponing the conference until October 2021. Chelmsford would roll over all the speakers and arrangements so that there would be no need to organise the conference from scratch. Associated commitments as host division would also be rolled over to 2021. NH said that, following discussion, Harlow Division had agreed to run the next conference in 2022.

JT proposed that **'The EBKA Conference 2020 be postponed until 2021, together with associated commitments as host division'**.

- **Vote: 9 For; CARRIED**

At the meeting on 5 May, JR had suggested a virtual lecture on the original Conference date but it was agreed to postpone this idea given that the County Honey Show was likely to go ahead in November.

7. Ted Hooper Lecture 2021

JR reported that she was still waiting for a detailed costing to hold this event at the Wax Chandlers Hall. The invitation had been issued by Anthony Bickmore, who is an EBKA member (Harlow), but he would not become Master Wax Chandler until summer 2021. Therefore an appropriate date for the lecture might be July 2021, after his appointment.

SA said that, at the time of cancelling the lecture in March, she had discussed with the speaker, Giles Budge, the possibility of rescheduling in November this year. The idea had been include a talk on the EARS project as well. However, holding the event in November raised the same concerns as those for the conference.

SA offered to write to Giles Budge about rescheduling the event next year. She thought it unlikely he would commit himself at this stage.

Action: SA to contact Giles Budge about the possibility of rescheduling his talk for the Ted Hooper Lecture in summer 2021.

Anthony Bickmore had suggested to JR that it might be possible to organise a grant from the Wax Chandlers Charity fund to help with the cost of the event. TR was concerned about such a grant as he believed there were legal issues with one charity giving funds to another charity. He would check and report back to the CEC on this matter.

Action: TR to check legality of one charity giving funds to another charity.

JR proposed that **'The CEC Chair pursues the possibility of holding the Ted Hooper Lecture, 2021, in July, at the Wax Chandlers' Hall and the possibility of procuring a Wax Chandlers' grant'**.

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

8. CIO

TR summarised his update report on the CIO (circulated to the CEC) in which he proposed to upload the finalised Constitution to the members' section of the EBKA website, and to inform the membership by email through eR2 when it was available for review. If members' comments were received within 28 days, then, depending on feedback, it would be possible to submit the Constitution to the Charity Commission for registration by the end of July.

Questions were raised by NH about the process of finalising the CIO. TR explained that the latest version of the Constitution still needed some amendments to incorporate a clause allowing trustees to conduct CEC meetings by video conferencing software when necessary, plus other minor updates. Once the CIO had been registered as a new charity, an EGM would be needed to dissolve the existing EBKA charity and to move its assets to the CIO. On TR's current timetable, this would take place in November/December. However, there might be difficulties in holding such a meeting under coronavirus pandemic restrictions.

RR asked how trustees would know that consultation with the membership had been successful. He also proposed that trustees were given an opportunity to formally approve the CIO Constitution before it was submitted to the Charity Commission (CC).

The draft Constitution, together with a comparison of current Association Rules and the Constitution had been sent by email on 14 February, but JR was unclear that trustees had received any incorporated comments since then. She had not. She agreed that trustees needed to see the post-consultation version in order to discuss and decide what should go forward .

JR proposed that **'Trustees review the content of the EBKA CIO Constitution and vote for its approval before the document is presented to the membership'**.

- **Vote: 9 For; CARRIED**

It was agreed that the most recent version of the CIO would be considered at the CEC's next meeting on 7 July, or at a further meeting as necessary.

PA said she was not in favour of any hurry to implement the CIO. As Treasurer, she was concerned about the extra work involved at a time when there was still a lot of effort needed to sort out eR2.

RR asked if there would be another checkpoint for trustees when consultation with the membership on the final document came to an end, before the document was submitted to the CC: it would be desirable that trustees met and voted again on the final document after consultation with the membership.

It was agreed that the trustees would have the opportunity to approve the final, post-consultation CIO document before submission to the CC. John Rhodes would also be consulted prior to its presentation to the CC.

In answer to a question about the consultation process for members, TR explained that the draft CIO Constitution would be made available on the EBKA website, members would be informed by email through eR2, and divisional committees would be asked to encourage their members to review it and send comments. He offered to advertise the consultation process in the *Essex Beekeeper*.

Action: TR to write an entry for the Essex Beekeeper about the CIO consultation process.

Action: TR to circulate the next draft of the CIO document to the CEC in approx 5 working days to enable trustees enough time to review it.

Action: Trustees to consider the above document for approval at the July meeting prior to consultation with the membership.

Formatting of the final document would come later.

9. Agenda items 9 to 13

The meeting was concluded before discussion of these items.

JR thanked JT for acting as our host for the CEC Zoom meeting.

NEXT MEETING – Tuesday 7 July via Zoom

Point number	Action date	Owner	Action	Action due date	Update	Status
1	3/3/20	TR/VW	TR to provide NH & RS with DVM reports in bundle and VW to provide corrected and signed Minutes to NH.	After each meeting		open
2	3/3/20	KL	Review current Privacy Policy	30/4/20		open
3	3/3/20	Trustees	Ensure that their committees have elected Safety Officers to cover Risk Assessments for all events, and the CEC Event Safety Officers to cover all County events.	30/3/20		open
4	3/3/20	TR	Create a draft set of Rules & Regulations to accompany the CIO	30/4/20		open

			constitution.			
5	20/5/20	PA	Organise virtual meeting of Divisional Treasurers, JT and GMD to share best practice and agree a consistent way of working.	30/6/20		open
6	20/5/20	SA	Contact Giles Budge about the possibility of rescheduling his talk for the Ted Hooper Lecture in summer 2021.	30/6/20		open
7	20/5/20	TR	Check legality of one charity giving funds to another charity.	30/6/20		open
8	20/5/20	TR	Write entry for the <i>Essex Beekeeper</i> about the CIO consultation process.	4/6/20		open
9	20/5/20	TR	Circulate next draft CIO document to the CEC	26/5/20		open
10	20/5/20	Trustees	Consider CIO document for approval on 7 July	7/7/20		open

Minutes agreed as true record of meeting:

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Jane Ridler - Chair of CEC – 7 July 2020