



Minutes of the Central Executive Committee Meeting

Tuesday 7 July 2020

Voting Members:

JR	Jane Ridler	Chair	Present
TR	Tony Rand	Colchester Trustee	Apologies
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	Present
NH	Nick Holmes	Harlow Trustee	Present
BM	Bridget Mudd	Braintree Trustee	Present
JM	Jim McNeill	Romford Trustee/Honey Show Delegate	Apologies

Officers / Members:

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

1. Introduction

Apologies - see above

Paul Wiltshire (PW) was welcomed as Proxy for Jim McNeill.

JR reported that TR had resigned as General Secretary and Interim Data Protection Officer, and that he would not be taking part in the conversion of EBKA to a CIO. She thanked TR for his efforts to develop a template for the CIO. Under the circumstances, MW, former General Secretary of EBKA, was willing to act as Interim General Secretary.

JR proposed that '**Michael Webb, former General Secretary, acts as interim General Secretary for this meeting so that EBKA business can continue**'

- **Agreed unanimously**

JR asked the CEC for any suggestions for a new General Secretary, either someone within the CEC or from one of the divisions.

Action: CEC to make suggestions to JR for a new General Secretary.

2. Acceptance of Minutes of last meeting, 20.05.20

Approved.

It was agreed that JR would sign the Minutes electronically.

3. Matters arising not on Agenda and action updates, including an omission from March Minutes re Interim Data Protection Officer

(i) Omission from March Minutes re Interim Data Protection Officer

This had been added to the Agenda by TR. VW pointed out that there was no omission from the March Minutes re his appointment as interim Data Protection Officer. His appointment took place by email on 18 March after the March CEC meeting. TR had withdrawn the comment by email earlier in the day.

(ii) Virtual Meeting for Divisional Treasurers (point 4)

PA had organised a successful Zoom meeting with divisional Treasurers to agree a consistent way of working with eR2. Notes of the meeting had been circulated to the CEC.

(iii) The 2021 Ted Hooper Lecture at the Wax Chandlers Hall (point 6)

JR reported that she had only just received a breakdown of costings. Full details would be circulated after the meeting. The full cost would be approx £1200. However, the Chair of the Charity Committee had offered a discount equivalent to approx £940, which would make the cost manageable. Self-catering at the venue would be difficult.

Action: JR to circulate costings for the THL at the Wax Chandlers Hall.

JR noted that she wished to ask SA if there had been any correspondence with Giles Budge about giving the THL in July 2021.

4. Treasurer's Report

The Treasurer's report, Accounts, and Summary Notes of the recent Divisional Treasurers' meeting had been submitted to the CEC.

PA was very pleased that there were so many attendees at the Divisional Treasurers' meeting. It was decided that the best way to prevent errors on eR2 in future would be to have cut off dates for subscription renewals and for the submission of Spring and Autumn returns. Specific dates are listed in the Summary Notes and needed to be agreed by the trustees. JR suggested that these dates might be finessed after the first year's experience.

PA proposed that '**Specific cut off dates for subscription renewals and submission of Spring and Autumn returns be introduced for 2021**'

- **Agreed unanimously**

JR thanked PA and JT for organising the Divisional Treasurers' meeting.

PA said that the Accounts were straightforward. She highlighted a missing cheque for £25 which had been sent to Christine Poerschke (Epping Division) for her Ted Hooper Award. However, Christine had kindly donated this amount back to EBKA so there was no issue with the accounts.

5. GDPR and Charity Commission Issues

Proposition (i): *"The release of membership personal data to "Ian Nichols" in 2019 did not comply with the EBKA Privacy Policy or GDPR Law and should be reported as soon as possible to the Charity Commission by the General Secretary on behalf of the trustees as a "significant reportable incident.""*

Proposition (ii): *" The release of membership personal data to "Ian Nichols" in 2019 did not comply with the EBKA Privacy Policy or GDPR Law but in view of the lapse of time since the incident took place and the steps agreed to ensure non-reoccurrence the trustees consider a report to the Information Commissioner's Office to be unnecessary."*

JR proposed that both Propositions (i) and (ii) should be withdrawn. However, JS disagreed. She had looked at the relevant documents and could not see where the GDPR issue had been voted on formally. She felt it was important for trustees to have a vote in case the issue was raised again in future.

PW pointed out that, although the CEC had already decided that no further action should be taken, it had not been formally recorded as a vote. The Charity Commission had said [in recent correspondence with TR] that it was up to the trustees to decide whether the incident was reportable. The EBKA Privacy Policy had been reviewed and tightened up in the light of the incident. A robust discussion followed.

In conclusion, JR proposed that **'The release of membership personal data was a technical and insubstantive issue, and not a serious incident. It was not necessary to vote on Propositions (i) and (ii)'**.

- **Vote: 9 For; 1 Against; 0 Abstain; ACCEPTED**

Proposition (iii): *'That whichever trustee is completing the Annual Trustees' Report, uses the CC template 'Trustees Annual Report Template'.*

JR had explained the background to this item in an Introduction circulated to the CEC. She said that the Chair or another trustee could submit the Annual Report but in future we should use the template. This was agreed unanimously.

6. Beecraft and BDI AGM

In TR's absence, MW explained that EBKA owns 143 shares in Bee Craft Ltd. The shares are an asset of the EBKA, and are held through nominees. The nominees on the share register are currently RR, PA and Bob Manning. We need to update the share register with nominees who are current trustees of the EBKA. The following people offered to be nominees: PA, JR and CA.

MW offered to deal with the relevant documentation, check that he has all the names and addresses of the new nominees, and liaise with TR.

Action: MW to handle relevant documentation relating to EBKA shares in Bee Craft Ltd

The Annual General Meeting of Bee Diseases Insurance Ltd (BDI) will take place on 10 September. PA has offered to attend the meeting.

7. Discussion and Agreement to General Husbandry Training (see Introduction JR)

JR explained that, although beginner beekeepers are well catered for by Divisions, there is a need for higher level training for more experienced beekeepers. This would support trainers within divisions and give them confidence to support those training for the BBKA Basic Assessment.

SG and JR propose running a theory/practical course based partly centrally and partly in the divisions leading to the BBKA General Husbandry Certificate between autumn 2020 and summer 2021. The theory would be held using Zoom, and practical aspects would be organised with local experts within Divisions. Although the syllabus would be based on the GHC, there would be no compulsion to take the exam, but there would be a commitment to train, advise, give apiary support or teach divisional members in some way.

Trustees were asked to feedback to SG or JR on the interest within their Division. Any ideas on how the practical aspects of the training could be rolled out would be welcome and could be sent to SG.

Action: Trustees to inform their divisions about the possibility of General Husbandry Training and inform SG/JR on the level of interest.

8. CIO: Note Minute 8 from CEC meeting 3 March: *"If the proposition is approved at the AGM, and the CIO Constitution is approved by the trustees after membership consultation..."* (Item subject to outcome of 30 June discussion)

NH suggested that the CIO document should be revisited from the roots up to realign it with the original premises of the Association. It contained too much legalise and was not a good basis for our 1000 plus membership. CA sympathised with NH's comments and said he recognised that it reflected the view of other attendees of the CIO walkthrough in June, although he had felt comfortable with the document. He would be willing to contribute to taking the project forward.

JR suggested we needed to define what we wanted as the EBKA first, before creating a CIO document. MW stated that CIO status is normally for larger charities than EBKA and we might need to look at alternatives.

JS and MW offered to work with CA to suggest a suitable way forward on this issue.

It was agreed that the CIO meeting scheduled for 22 July should be postponed. JS, MW and CA would get together to discuss the best way forward for the CIO, including pursuing other options. Perhaps others may also wish to be involved?

JR asked JT to cancel the Zoom Meeting on 22 July.

Action: JS, MW and CA, plus others who volunteer, to get together to discuss the best way forward for the CIO and report back to the CEC.

9. DVM Reports

JR encouraged all DVMs to send their reports to the CEC. RS is keen to include divisional information of interest to members in the *Essex Beekeeper*.

PW asked whether there was screening of advertisements accepted for publication in the *Essex Beekeeper*. He is aware that there is a commercial beekeeper selling queens who is known to have EFB in their hives. Can we block an advert? RS thought this was the only advert for queens in the magazine.

Various views were expressed. Should we:

- allow the advertising of queens in the magazine?
- insist that advertisers produce a certificate of good health from a bee inspector?
- request some form of signed certification before accepting an advert?
- withdraw the right to advertise from someone who is an EBKA member?

CA suggested that we needed to develop criteria or a policy for advertisements in the magazine. JS pointed out that the Editor has the final say on magazine content: it would be possible to state that temporarily no adverts for queens can be taken.

10. County Secretary Reports

JR asked MW to circulate an update on the progress of the Show Committee arranging the 2020 Honey Show.

Action: MW to circulate Honey Show Committee report to CEC.

SA said she would think about the EFB problem (discussed above) and would write an article for the *Essex Beekeeper*.

Action: SA to write article on EFB for the Essex Beekeeper.

11. Correspondence: 27/6/20 Paul Wiltshire (see response TR)

Not discussed (see item 1).

12. AOB

In conclusion, JR said she looked forward to positive thinking and collaborative working on both the CIO document and the issue of advertising in the magazine.

JR thanked MW for acting as Interim General Secretary for the meeting.

NEXT MEETING – Tuesday 1 September via Zoom

Point number	Action date	Owner	Action	Action due date	Update	Status
1	3/3/20	Gen Sec /VW	General Secretary 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
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
11	7/7/20	CEC	Make suggestions to JR for a new General Secretary.	1/9/20		open
12	7/7/20	JR	Circulate costings for the THL at the Wax Chandlers Hall	1/9/20		open
13	7/7/20	MW	Handle relevant documentation relating to EBKA shares in Bee Craft Ltd	1/9/20		open
14	7/7/20	Trustees	Inform their divisions about the possibility of General Husbandry Training and inform SG/JR on the level of interest.	1/8/20		open

15	7/7/20	JS, MW, CA, plus others	Get together to discuss the best way forward for the CIO and report back to the CEC.	1/9/20		open
16	7/7/20	MW	Circulate Honey Show Committee report to CEC.	1/8/20		open
17	7/7/20	SA	Write article on EFB for Essex Beekeeper.	1/8/20		open

Minutes agreed as true record of meeting:

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Jane Ridler - Chair of CEC – 1 September 2020