



Minutes of the Central Executive Committee Meeting

Tuesday 1 September 2020

Voting Members:

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

Officers / Members:

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

1. Apologies

As above.

JR thanked MW for acting as General Secretary until there is a new appointment.

Paul Wiltshire (PW) was attending the meeting to update the CEC on CIO matters.

2. Minutes of last meeting: Acceptance and Matters arising not on Agenda including action updates

The Minutes of the last meeting were approved with the proviso that Paul Wiltshire's initials were added under item 1. It was agreed that JR would sign the Minutes electronically.

Action: VW to amend July Minutes and send to NH for website.

(i) General Husbandry (item 7)

SG reported that 26 people across Essex had indicated interest in General Husbandry training. Two divisions were not represented: Colchester and Maldon. Trustees of these divisions (TR and GM) were asked to check whether any of their members would join the course. Information on course

structure would be sent out to the group. JR and RR had generously offered their time for teaching for free, with online theory sessions taking place every other week from mid-October.

PW said his name should be included on the list of Romford members. He offered Romford's Zoom licence for running the theory sessions.

Action: TR and GM to check interest in General Husbandry training with divisional members.

(ii) MW acting as General Secretary (item 1)

MW would continue acting as General Secretary for the time being. JR has written to divisional Secretaries asking if any of their members might be willing to take on the role.

(iii) The 2021 Ted Hooper Lecture at the Wax Chandlers Hall (item 3)

Given the difficulty of self-catering at the Hall, JR said that TG is asking for a quote from an independent catering company.

Action: TG to organise a quote from an independent catering company for the THL

Thinking ahead about Covid safety, KL suggested that attendees could be asked to complete questionnaires and, in addition, an infra-red thermometer could be used to check their temperatures. MW recommended that we check the Risk Assessment provided by Wax Chandlers for use of their facilities. He said the Hall is quite small, so we might need to limit numbers attending the event.

JR suggested we delay making a definite arrangement for now, given ongoing concerns about Covid. This was agreed.

(iv) CIO (item 8)

JR checked that all trustees had received their copies of the guide to *Charitable Incorporated Organisations* by Gareth G. Morgan. The publishing company had asked JR if they could put out a tweet about sales of the book to beekeepers. It was agreed this could go ahead. PA will pay the invoice for the books.

See also Agenda point 4.

(v) DVM reports (item 10)

Following discussion at the July CEC meeting, it was noted that there have been no more advertisements for queen bees. PA commented that the person advertising the queen bees in the *Essex Beekeeper* had not paid their invoice yet.

3. Treasurer's Report and considerations for capitation/subs 2021

PA stated that EBKA do not need to increase their subscriptions for the coming year. BBKA capitation will be unchanged in 2021. There is no information about BDI premiums going up, but we should wait for a final decision until after the BDI AGM on 10 September, in case there is an announcement.

PA had a question about the standard accounts layout recommended to make consolidation of the accounts easier. Before making any changes or recommendations for change to the layout, she would like advice from someone (e.g. RR) who has consolidated the accounts in the past. RR recommended finding a friendly accountant as a guide to doing this in a professional manner, e.g. Paras Shah.

It was pointed out that EBKA will need an accounts examiner and RR recommended the person who examined last year's accounts. CA asked how much we paid for an examiner as he has a friend who audits accounts for charitable companies. TR commented that the cost had been £25 per hour.

In conclusion, JR proposed that **'Subscriptions for 2021 are kept at the same rate as 2020'**.

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

In the Treasurer's report it was pointed out that the treasurer's timetable currently involves an EBKA Membership Secretary. There is no Secretary at present and a new role needs to be defined to take into account the use of eR2. JT's view was that the role should be retained, with tasks including liaison between Divisions, EBKA and BBKA to encourage a consistent approach to maintaining all membership categories; supporting the EBKA Treasurer to understand the impact of any capitation changes; understanding our membership; and knowing, for example, which members are vulnerable and how to support them.

4. Update from CIO Working Group, with proposals for trustees

PW reported that, following TR's resignation, a meeting had been held with interested parties on how to carry forward the process of transition of the EBKA to a CIO.

At the AGM in March, it had been proposed and agreed *'That the General Secretary, on behalf of the trustees and following consultation with the membership, prepare and submit a Constitution to the Charity Commission with the objective of changing the status of EBKA to a Charitable Incorporated Organisation (CIO).'*

PW's view was that the change of status was still in the hands of the trustee body: whether to complete it, change it, or to reconsider the decision. A working group has been set up to look at these options.

All trustees have been sent a copy of *Charitable Incorporated Organisations* by Gareth G. Morgan. PW recommended the book as easy to read; it provides a good level of understanding of what is involved in the conversion to a CIO. After reading the book, trustees are encouraged to lend it to divisional Chairs and Secretaries, so we have a broad range of people that understand the issues involved. The next step would be to bring in an expert witness at the next CEC meeting to give trustees a chance to ask questions.

TR said he failed to understand why there was a problem with the proposition agreed in March. The new constitution was developed with the help of John Rhodes, a charity lawyer, who had expressed surprise about the time taken to convert EBKA to a CIO. However, JR explained that John Rhodes had

suggested to her that he had only advised to the brief as it was presented to him, i.e. the AGM resolution and the EBKA Rules, and she emphasised that trustees must understand the implications of conversion to CIO. There would be an opportunity to ask John Rhodes pertinent questions, when we are ready, possibly at a separate meeting to the regular CEC meeting.

It was agreed that the working group would put together an agenda of next steps.

Action: Trustees to read Charitable Incorporated Organisations and lend it to Chairs and Secretaries

Action: CIO working group to put together agenda of next steps.

5. Trustees' Handbook. Completed updated version.

VW reported that the Trustee Handbook was almost complete. She thanked everyone for their contributions. There are just a few last queries to sort out, e.g. sections on GDPR and description of the role of Membership Secretary. She hoped to be able to send the draft complete version to trustees early next week, with the aim of having comments back by the end of the month and an approved version available for October.

6. Virtual meetings – Zoom update including re-imburement

The practicalities of coordinating Virtual Meetings across the county are still evolving. EBKA divisions are offering regular monthly meetings as well as presentations from invited speakers: some divisions have their own licences for up to 100 people, some speakers have their own licences that they prefer to use, and there many good speakers available via BIBBA and BBKA, as well as other beekeeping associations, e.g. Cambridge.

JT explained that, although the original intention had been to extend Zoom licences on a monthly rolling basis from 100 to 600, this has not yet started. The CEC will pay for one month's extended licence. If a division already has a Zoom licence, the licence owner should apply to PA for the cost of the extended licence, on an expenses claim form, which would be paid to a personal credit card.

Braintree's recent Zoom webinar was oversubscribed for their maximum of 100 people. At a webinar, only the main speaker and organisers are visible to attendees, unlike regular Zoom meetings. JR said that in her experience it is valuable to see the people to whom you are talking.

eR2 mailshots advertising speakers appear to be effective in encouraging participation at meetings.

7. Risk Assessments (RA) & reintroduction of 'live' meetings

JR had sent an Introduction in advance of the meeting. It included some suggestions for RA considerations that are essential when organising possible upcoming meetings, as well as some ideas for making Covid-secure RAs.

Southend Division have requested that the CEC provide a template for all meetings. However, JR's view was that different meetings require different individual assessments. TG has started a DropBox of divisional RAs for use by other Divisions.

CA said that Southend were hoping for a RA set template, effectively a 'dummy's guide'. KL emphasised that there has to be an individual event assessments; she liked CA's idea of a 'dummy guide' for people who do not know where to start.

BM described a recent 'live' event held by Braintree division. Members were divided into groups of six taking into account social distancing. The event was well organised until the end of the meeting when social distancing broke down.

JR emphasised that trustees need to be sure that RAs are done properly. She asked trustees to check the circulated Introduction document. It should be sent to all divisional committees with special reference to Safety Officers, Chairs and Secretaries.

Action: Trustees to check RA assessment document and circulate to their divisional committees.

8. BBKA ADM propositions, Jan 2021. Requests from Divisions

RR had circulated an ADM report ahead of the meeting. Any motions from Essex for the BBKA ADM in January 2021 need to be finalised this month. None have been received from divisions but, if there are last minute entries, they could be rushed through.

RR updated the CEC on propositions from 2019. There has been recent progress on our motion that the UK should apply for membership of Apimondia. This appears to be going ahead.

Consultation periods are over for the following BBKA motions: (1) adopting a weighted average voting method and (2) admitting new area associations. We should review both these propositions in November.

9. 2021 AGM Need for EGM Rule changes to incorporate agreed propositions

MW raised the question of a virtual AGM in 2021. We would need to make sure the Association Rules allow it. An EGM is required to agree an Rule change. All members are invited to attend an EGM, and it could take place, say, 10 minutes before a CEC meeting.

KL pointed out that people's responses needed to be properly recorded at a virtual meeting. RR commented that BBKA are going to use eR2 to record votes for the ADM meeting and he would ask

for further details. CA suggested using *SurveyMonkey*, which is a free online survey tool. He will ask his institute for more details.

Action: RR to ask BBKA about the eR2 voting mechanism; CA to check possible use of SurveyMonkey

10. Questions arising from Divisional reports & Secretaries' Reports

JR thanked everyone for their reports.

As Honey Show Secretary, MW explained that the Show Committee is concerned about holding the virtual honey show in view of the changing Covid situation, as it might create unacceptable risks to members. Writtle College has not informed him about booking conditions for the hall. The Show has not yet been cancelled, and work on the schedule is going on in the background. However, the National Honey has been cancelled. JM reported that Romford Honey Show had been cancelled too because of concerns about use of a hall.

11. Correspondence

Documents relating to BeeCraft were discussed at the CEC Meeting in July (item 6). TR has the Minute Book and other documents, which should be returned to JR.

Action: TR to organise transfer of relevant BeeCraft documents to JR

12. AOB

PW recommended the Health & Safety procedures available on the BBKA website. However, the documents have not been updated for Covid risks.

NEXT MEETING – Tuesday 3 November at 7.30 pm 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
4	7/7/20	CEC	Make suggestions to JR for a new	1/9/20		open

			General Secretary.			
5	7/7/20	MW	Handle relevant documentation relating to EBKA shares in Bee Craft Ltd	1/9/20	Ongoing	open
6	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	Ongoing	open
7	7/7/20	SA	Write article on EFB for Essex Beekeeper.	1/8/20		open
8	1/9/20	VW	Minor amendment to July Minutes and send to NH	7/9/20		open
9	1/9/20	TR, GM	Check interest in General Husbandry training with divisional members.	14/9/20		open
10	1/9/20	TG	Organise a quote from an independent catering company for the THL	3/11/20		open
11	1/9/20	Trustees	Read book <i>Charitable Incorporated Organisations</i> and lend to Chairs and Secretaries	3/11/20		open
12	1/9/20	MW, PW, CA	CIO working group to put together agenda of next steps	3/11/20		open
13	1/9/20	Trustees	Check RA assessment document and circulate to their divisional committees	14/9/20		open
14	1/9/20	RR, CA	<i>Check on possible online voting mechanisms for AGM (eR2/SurveyMonkey)</i>	3/11/20		open
15	1/9/20	BM	Submit Braintree's divisional report	14/9/20		open
16	1/9/20	TR	Organise transfer of relevant BeeCraft documents to JR	14/9/20		open

Minutes agreed as true record of meeting:

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Jane Ridler - Chair of CEC – 3 November 2020