



## Minutes of the Central Executive Committee Meeting

Tuesday 16 March 2021

### Voting Members:

JR	Jane Ridler	Chair	Present
MW	Michael Webb	Acting General Secretary (Secretary of Essex Show - non voting)	Present
PA	Pat Allen	Treasurer	Present
JT	Jan Tutton	Chelmsford Trustee	Present
GM	Glenn Mayes	Maldon & Dengie Trustee	Present
SN	Simon Nicholson	Epping Forest Trustee	Present
VW	Vanessa Wilkinson	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
LY	Linda Yeats	Saffron Walden Trustee	Present
AL	Andrew Linley	Colchester Trustee	Absent

### 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 (Acting General Secretary)	Present
SG	Stephanie Green	Examinations Secretary	Present
GMD	Garth Milford	eR2 Implementation Manager	Absent
KL	Katy Langley	Bee Health Secretary	Present
SA	Salma Attan	Bee Health Secretary	Present
PW	Paul Wiltshire	Chair of CIO Subcommittee	Present

### 1. Apologies for Absence

As above. Dave Garrett will be taking over the role of Bee Health Secretary and sent his apologies.

JR welcomed LY (Saffron Walden) and SN (Epping) as new trustees.

### 2. Minutes of CEC meetings held on 5th January

**Point 7:** First action point amended to: MW to write to **Trustees, Chairs and** Divisional Secretaries....

The Minutes were agreed to be a correct record of the meeting.

### **3. Matters arising not on Agenda/action updates**

**Host division:** The current Host Division, Chelmsford, have agreed to carry over this responsibility for another year. This is with the agreement of the next official Division, Harlow. It was approved by the CEC, by email, after its last meeting.

**Point 6:** All divisions have now provided information on apiary leases. JR said that arrangements vary and it would be desirable to standardise the format to some extent at least. The Governance Subcommittee recommends that a working party is formed to investigate EBKA leases, as well as extra Trustee insurance, and to put forward proposals to the CEC. PW and CA have offered to be part of this group but someone else, ideally a Trustee, needs to lead this initiative. JR asked for a volunteer/s.

**Action: *The CEC to set up a working party to investigate EBKA leases and Trustee insurance.***

**Point 10:** A short acknowledgement to Tony Rand's email had been sent after the last CEC meeting. The main points of his resignation email were as discussed.

JR said that CEC Officers have followed up the points raised and concluded that:

1. The Endowment Fund is a trust fund separate from the EBKA and the Pollination Fund closed many years ago and the funds still held in a bank account were transferred to the EBKA in 2015.
2. The fraudulent loss of money to scammers was regrettable. Policies and procedures have been tightened and updated.
3. EBKA Accounts have been properly scrutinised and duly signed off at each AGM.
4. The disclosure of membership data was investigated with due process and the CEC found no case to answer.
5. The agreement of Minutes of CEC meetings takes place at every CEC meeting and any amendments also agreed.
6. Any slights of a personal nature of current and previous trustees are not easy to prove or disprove and are a matter of opinion.

It was agreed that a short response to the points raised would be appropriate and include thanks to Tony for his work as General Secretary. It will also include a reminder to return EBKA papers to the current General Secretary.

**Action: *MW to write to Tony Rand.***

#### 4. Treasurer's Report

PA had circulated a report and 2020 Accounts to the CEC ahead of the meeting. Consolidation of the Accounts had been difficult because of inconsistency across Divisions. Another divisional Treasurer's meeting is planned to agree improvements and to seek advice on accounting formats.

Two Divisions suffered a deficit in the year but overall EBKA showed a large surplus. We need to decide how to spend it: a topic for a future meeting.

The Accounts' Examiner had noted that members can make donations to education and research funds but, in fact, there are no specific identifiable funds. PA will address this issue.

The Accounts Examiner did not charge for his work but will not examine the accounts next year. MW said he would research an alternative.

JR thanked PA for her excellent and efficient work on the Accounts.

***Action: PA address issue of identifiable education and research funds.***

***Action: MW to suggest Accounts Examiner for 2021***

#### 4. EBKA AGM

The first virtual AGM will take place on Zoom on Saturday 20 March (1.30 pm for 2 pm start). JR thanked MW, PW and JT for sorting out the mechanics.

Key points:

- Papers are available on the EBKA website, and any additional papers will be sent to NH for display
- An email will be sent to all members via eR2 with information about joining the meeting, access to papers and the agenda
- Members attending will be asked to name themselves and their division
- JT will chair the meeting
- Voting for the Accounts, Proposition and Election of Officers will take place electronically
- JT will give a review of the Conference
- Penny Learmonth will read from the Book of Commemoration
- MW will take the Minutes
- Tony Gunton will give a talk on Solitary Bees after the AGM.

A Presiding Officer is needed from Harlow as it will be the Host Division next year.

***Action: NH to let MW know the name of the upcoming Presiding Officer.***

## 5. Governance sub-committee (GSC) - updates for ratification

Ted Gradosielski has resigned from the GSC and JR thanked him for all the work he put in during his years as Chair.

There are now four members of the GSC, who have elected to have a rotating Chair. PW was elected as Chair for recent meetings and introduced the updated policies:

**GSC Terms of Reference:** the amendments made were for practical reasons. The committee would like to recruit another trustee.

Proposal: **Accept the amended GSC Terms of Reference**

- **Agreed Unanimously**

**Honey Show Terms of Reference:** minor changes had been made but there was a query about point 3c which appears incomplete.

**Action:** *MW to amend the Honey Show ToR and send to the CEC for approval.*

**Terms & Responsibilities of Trusteeship:** The original Trustee Agreement Form had been edited to a more user friendly and readable document. MW suggested that all Trustees should sign it, so we have a complete set.

The issue of confidentiality was discussed. How do we balance the need to maintain confidentiality with Trustees' responsibility for openness with their divisions?

JS asked whether a similar document should be created for CEC members who are not Trustees, who have the same responsibilities and obligations. For discussion at the next CEC meeting.

Proposal: **Accept the Terms & Responsibilities of Trusteeship document**

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

**Action:** *Add to the CEC meeting agenda the suggestion that a similar document should be created for CEC members who are not Trustees.*

**Equality & Diversity statement:** this is the first of its kind for EBKA.

Proposal: **Accept the Equality & Diversity statement**

- **Agreed Unanimously**

**Privacy Policy:** amendments had been made to 2.2 and 2.4.5 to address a previous request to include information on data requests.

Proposal: **Accept the revised Privacy Policy**

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

**Covid Guidance:** The GSC recommends that the CEC provides simple guidance for EBKA Divisions on Covid 19 Precautions in advance of face-to-face meetings. CA suggested that, if approved, it should be readily available on the EBKA website and updated as necessary. The key message should be to

refer to Government Guidelines, err on the side of caution and not to put our membership or the public at risk.

Proposal: **Accept the Covid Guidance document**

- **Vote: 7 For; 3 Abstain; ACCEPTED**

JR will send the Guidance document to Divisional Chairs and Secretaries.

**Action: JR to circulate Covid Guidance document to Divisional Chairs and Secretaries.**

**Action: VW to send final policies to NH for the website and forward Terms & Responsibilities of Trusteeship document to Trustees.**

## **6. Training Sessions - Health & Safety Training Workshop, Trustee Training**

JR has organised a Health & Safety Training Workshop for 10 April. It will take place on Zoom for approx 3 h. Each division will be invited to put forward three representatives to attend the meeting. It will be an opportunity to raise awareness, share best practice and to improve knowledge and implementation of careful procedures at EBKA. An invitation will be circulated to Divisions shortly.

**Action: JR to circulate invitation to Health & Safety Training Workshop to Divisional Chairs and Secretaries.**

MW suggested that a Trustee Training session might be held later in the year. A successful half-day event had been organised in 2018. A short meeting with the three new Trustees will be arranged in the near future.

**Action: VW to arrange short meeting on Zoom for new Trustees**

## **7. 2021 Season EBKA events: Ted Hooper Lecture, Honey Show, Conference**

It was agreed that 2021 Ted Hooper Lecture at the Wax Chandlers Hall in July should be postponed because of ongoing Covid concerns. SA suggested inviting Giles Budge to give his lecture on Zoom instead. She will write to him.

**Action: SA to write to Giles Budge to invite him to give his lecture on Zoom.**

A Honey Show Committee meeting will take place soon. MW reported that the Orsett Show Committee will be meeting to discuss a way forward for the event in the near future.

Chelmsford will hold a meeting in April to discuss the Conference: there are concerns about holding a mass event in the autumn. JT said she would put forward proposals to the CEC at their next meeting.

## **8. Questions arising from Divisional Reports & Officers' Reports**

NH had reported that Harlow are still without a Chair or Secretary. JR offered assistance from the CEC.

The Examinations Secretary's report from SG will be presented at the AGM.

## **9. Correspondence - EARS, Expenses Claim, Letter re Neonics, *BeeCraft***

EARS: a progress research report for 2020 was received and PhD student, Theodora Commandeur, has made a short video about her research. These will be forwarded to the CEC. It was suggested that the video is circulated to Divisions for use at their meetings.

**Action: JR to circulate EARS report and video to the CEC.**

Expenses claim: £27 for wine for John Rhodes, the charity lawyer who gave valuable advice on the issue of the CIO. This was approved.

Letter re Neonics: it was noted that BBKA had not responded as enthusiastically as other organisations in criticising the planned re-introduction of neonicotinoids, but that no action be taken as their use in UK is not now going ahead.

*BeeCraft*: MW has the paperwork to update the signatories for EBKA's *BeeCraft* shares. The new signatories will be PA, JR and VW. A new share certificate will be issued.

**Action: MW to organise new signatories for *BeeCraft* share certificate.**

JR expressed warm thanks to MW for his outstanding support and competence during his time as Acting General Secretary.

## **10. Secretary's business - Minutes of Divisional AGMs**

Minutes of Divisional AGMs: all Divisions will be asked to send Minutes of their divisional AGMs to the General Secretary. The aim is to keep the record of divisional Officers up to date for the purposes of EBKA administration. Following a meeting between MW, GMD, NH JT and JR, it was agreed that a process was needed to update eR2's Directory of Officers as well as EBKA email addresses (as shown on the website) in a timely manner.

In establishing up to date contact details for Divisions, it was noticed that Dengie & Maldon Beekeepers are now Maldon & Dengie 100 Beekeepers (M.A.D. Beekeepers), but that this has not been made official and registered on the CC website. GM confirmed the change, which was ratified at their recent AGM. MW was concerned about the implications of the term of 'MAD Honey' and GM said he would check but left the meeting before the discussion was completed.

**Future meetings:** should CEC meetings continue on Zoom or transition to face to face meetings, once restrictions lift later in the year? Resuming normal meetings may affect attendance: it has been

excellent on Zoom; there is also the environmental impact of travel to consider. Perhaps a fusion of both types of meeting is the way forward.

**Action: VW to make preliminary enquiries about the hire of Margretting Hall for CEC meetings.**

### NEXT MEETING – Tuesday 4 May at 7.30 pm via Zoom

Action date	Owner	Action	Action due date	Update	Status
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
7/7/20	MW	Handle relevant documentation relating to EBKA shares in Bee Craft Ltd	1/9/20	Ongoing	open
5/1/21	NH	Add list of CEC postholders with their ebka email addresses to the website.	1/2/21	After the AGM	open
16/3/21	Trustees	Set up a working party to investigate EBKA leases and Trustee insurance.	30/4/21		open
16/3/21	MW	Write to Tony Rand re resignation letter	16/4/21		open
16/3/21	PA	Address of issue of Education and Research funds	30/4/21		open
16/3/21	MW	Suggest Accounts Examiner for 2021	30/4/21		open
16/3/21	NH	Contact MW with name of the upcoming Presiding Officer	20/3/21		open
16/3/21	MW	Amend Honey Show ToR and send to the CEC for approval	30/4/21		open
16/3/21	VW	Add point about CEC officers agreement to CEC meeting agenda	30/4/21		open
16/3/21	MW	Amend the Honey Show ToR and send to the CEC for approval	30/4/21		open
16/3/21	JR	Circulate Covid Guidance document to Divisional Chairs and Secretaries	1/4/21		open
16/3/21	VW	Send approved copies of policies to NH for the website	1/4/21		open
16/3/21	VW	Send Terms & Responsibilities of Trusteeship to Trustees	30/4/21		open

16/3/21	JR	Circulate invitation to Health & Safety Training Workshop to Divisional Chairs and Secretaries	1/4/21		open
16/3/21	VW	Arrange short meeting on Zoom for new Trustees	1/4/21		open
16/3/21	SA	Write to Giles Budge to invite him to give his lecture on Zoom.	30/4/21		open
16/3/21	JR	JR to circulate EARS report and video to the CEC	30/4/21		open
16/3/21	MW	Organise new signatories for BeeCraft share certificate.	30/4/21		open
16/3/21	VW	Make preliminary enquiries about the hire of Margaretting Hall for CEC meetings.	30/4/21		open

Minutes agreed as true record of meeting:

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Jane Ridler - Chair of CEC – 4 May 2021