

**Communication Report  
UNA-UK Board Meeting 19<sup>th</sup> November 2015**

This report is intended to provide extracts of the Board Meeting in a format that can be treated as open and can be communicated more widely than the confidential board minutes. It is not intended to provide a full record of the meeting.

**Updates:**

Executive Director's (ED) Report

ED presented her report. On UNA-UK campaigns ED said that progress on the 1 For 7 Billion campaign had been remarkable, with the General Assembly agreeing a substantive resolution on the election process and UNA-UK's media presence had increased which would support the Secretary-General debate.

2014-15 Audited Accounts

The board noted that the trustees of the UNA Trust had approved their accounts at the meeting that afternoon and the transfer of £1.7 million of the Trust's assets had been confirmed

The board reviewed the auditor's management letter and accepted their recommendations.

The Board offered congratulations to the Executive for completing the accounts to a high standard and in a timely fashion. The board approved 2014-15 audited accounts

2015-16 Budget

The board noted that 2014-15 approved budget and the 2014-15 forecast had been used to prepare the draft 2015-16 budget with adjustments as detailed in the budget papers.

Draft UNA-UK Strategic Plan 2016-2018

The board reviewed the Strategy planning document and summary of changes agreed at their July meeting.

**The Board approved the timetable set out in the Strategic Plan**

Chair Succession

The Chair confirmed that they were pursuing the candidates referred to in the board papers and the Chair will continue to update the board as the matter progresses.

**The Board approved the next steps as set out in the Board Papers**

Governance Schedule

The board reviewed the governance schedule as set out in the meeting papers.

**The board approved the AGM date of Saturday, 5th March 2016.**

All board members agreed their availability for board meetings as set out.

**The board approved the governance schedule as set out in the board papers**

**Information Reports**

Minutes of the Pilot Finance & Governance Committee meeting

**The Board noted the report.**

Finance Report and Full Year Forecast

**The Board noted the report**

#### Medium Term Projections (2015-2018)

The Chair emphasised the challenge facing UNA-UK and that a minimum of £300k needed to be raised per annum in order for UNA-UK to break even.

#### **The Board noted the report**

#### Income Generation

Funding bids and resourcing were discussed:

- ED acknowledged that UNA-UK will increase its focus on income generation and stated that the target for the proportion of grants sourced from the US was likely to grow
- ED shared the historical tracker of grant applications and highlighted the need to build relationships when applying for grants, rather than taking a scattergun approach. She stressed the need to cultivate a donor base and to build fundraising into UNA-UK events, as well as the need to establish other sources of funding.

#### **The Board noted the report.**

#### Operational Plan 2014-15 Final Review

#### **The Board noted the report**

#### Policy, communications and outreach report

#### **The Board noted the report**

#### Staff update report

#### **The Board noted the report.**

#### AGM Schedule

It was reported that UNA-UK is considering using another venue for the AGM in 2016.

#### **The proposed AGM schedule was noted by the Board.**

#### **Applications from Organisations and Local UNAs for UNA Trustees**

The board received applications from the following:

- The Perse Upper School, Cambridge
- UNA Harrogate Branch
- Greenwich UNA Youth Branch

#### **The Board approved the above applications.**

#### **Matters relating to UNA Youth and UNA Nations/Areas**

A written report was received from UNA Northern Ireland:

- The report highlighted the successes of UNA Northern Ireland in connecting the organisation with schools and local councils
- newspaper clippings were shared to demonstrate the branch's achievements.

#### **The Board noted the report and had no additional comments**

A written report was received from Central and Eastern Region

- Discussions were ongoing in relation to a new branch in Coventry.
- The Milton Keynes branch had been suspended due to inactivity.

#### **The Board noted the report and had no additional comments**

A written report was received from Liverpool Central

- The status of the Helena Dilks funding was questioned. ED confirmed that the fund was exhausted at the end of the last financial year (June 2015)
- An unfortunate situation in the South Lakelands and Lancaster branch was highlighted and reported that the branch had applied for funding from UNA-UK. ED clarified that the branch was ineligible for funding as the Chair of the branch had informed UNA-UK that it had been suspended.

**The Board noted the report and had no additional comments**

A written report was received from UNA Youth

- It was suggested that regular meetings be held between UNA Youth representatives and UNA-UK to maintain a close working relationship
- ED expressed her willingness to work more closely with UNA Youth, acknowledging the importance of the constituency to the organisation

**The Board noted the report and had no additional comments**

ED reported that UNA Wales has been discontinued. Election of its representative to the Board will be undertaken centrally in future and Wales representative has agreed to continue in the interim.

#### **Dates of future meeting**

Saturday, 5 March 2016 - AGM

#### **The 2016 Board meeting dates were confirmed as:**

Thursday, 18 February 2016	17.00 – 21.00
Saturday, 25th June 2016	10.00 – 14.00
Thursday, 22nd September 2016	17.00 – 21.00
Saturday, 10th December 2016	10.00 – 14.00