

**Communication Report  
UNA-UK Board Meeting 3<sup>rd</sup> July 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:**

Options for tie and/or scarf

VW provided an update on options for ties/scarves and meeting notes from Regional Chairs meeting

Executive Director's (ED) Report

ED presented her report, noting it provided context for the Board meeting and for the strategic planning discussions on the following day. Trustees commented that the report was a reminder of the urgency of the situation facing UNA-UK and the need to take bold decisions on the Association's future.

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.

The challenging position for UNA-UK was discussed. Head of Finance & Governance advised that the 2015-16 budget and medium term projections would be updated following the strategy discussions and re-submitted to the board for approval at the November meeting.

**The 2015-16 budget as set out was approved.**

Revised proposal for membership fees

- Members proposed the board agree a number of annual increases, in order to assist HQ with their forward planning.
- Some members felt a steeper increase would be accepted by most members, in particular where the covering letter explained that UNA-UK needed to be fully funded.

**The board approved the proposal for implementation in September 2015, further agreeing that the next review should be in one year's time.**

Operational Plan

ED explained that:

- the 2015-16 plan built on the 2014-15 priorities. Adjustments to the plan reflected cuts to direct programme costs and all staff members having dedicated fundraising tasks.
- the operational plan would be updated at the mid-year stage.

Members questioned how we could run programmes with £0 budgets. ED explained that most of the funding was included in core costs (staffing and overheads) and that the £0 budget related to direct costs which would be funded from grants.

**The board approved the operational plan.**

### Sub-Committees

The board discussed the terms of reference for the new pilot F & G committee.

#### **All members approved the terms of reference as set out in the meeting papers**

- The board reviewed the membership of the pilot F&G Committee.
- The board thanked Stephen Harrow and Tim Jarman for agreeing to support the new sub-committee until new members are appointed. The board noted that the executive was currently also actively looking for 3-4 new members for the board/sub-committee with specialist skills in the areas of finance, fundraising, investments, HR and general management.
- Members asked if it was possible to give one of the Distinguished Service Awards to Stephen Harrow to show the board's appreciation of his contribution to date. The board asked the Executive to look at this.

#### **The board approved the membership of the pilot F&G Committee**

#### **The board reviewed and approved the membership of the Procedure Committee**

### Investment Policy

- The board reviewed the investment policy. It was noted that only the highlighted items were changes to the policy agreed by the board in 2014.
- Members asked how long the organisation had been with our current investment bankers (Barclays Wealth). The Chair said this was discussed at the pilot F&GC meeting and it was felt that the committee was content with the service received from Barclays Wealth to date given the level of funding available to UNA-UK for long term investments.
- The board noted that the current investment manager would be attending the next pilot F&GC meeting in November 2015.

#### **The board approved the draft changes to the investment policy**

### Strategic Risks

- The board was advised that the pilot F&G Committee looked at both Strategic and Operation risks at their last meeting.
- It was noted that the previous strategic risk 2, relating to the premises lease, had now been downgraded to operational risk following confirmation from our legal advisors that the landlord can no longer challenge UNA-UK.
- Pilot F&GC increased Strategic risk 1 (fundraising) from Category A to Category B.
- Pilot F&GC recommended no changes to strategic risks 2 (members and supporters), strategic risk 3 (Reputational) and strategic risk 4 (Investments).
- Members asked what the process was for assessing and identifying the strategic risks. ED said that the operational risks were primarily the responsibility of the pilot F&GC, which reviewed the Strategic risks together with the Operation risks on an annual basis, for final approval by the board.
- The board requested both strategic and operational risk register be included in meeting papers at the annual review point.

#### **The board approved management of the strategic risks**

### 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**

### STRATEGY PLANNING

- The board reviewed the Strategy planning document and summary of trustees' feedback provided by the Executive.
- The board agreed that the Executive should have a fresh look at the categories and the subscription model and submit a revised proposal at the November meeting, including identifying how much it currently costs to produce New World.

The chair thanked ED for putting together the strategy outline paper from staff and trustee feedback.

## **The board approved the outline for the strategy day**

### **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**

#### Restricted Grant Income Clarification

**The Board noted the report**

#### Income Generation

Funding bids and resourcing were discussed:

- ED felt there could be opportunities in the US market and staff would be exploring this.
- Partnership working with other UNAs was discussed. ED said the executive had looked at this in the past, but working with other UNAs, sharing costs etc, had not worked as UNA-UK's aims, objectives and funding were different from those of other UNAs.
- Member for Wales said there were opportunities for funding from a large trust in Wales and that he would look in to this.

**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**

#### Chair Succession

The Chair informed the board that no candidate had yet been identified, but informal approaches had been made and responses to date suggested they are unlikely to apply for the position.

#### Staff update report

**The Board noted the report.**

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

A written report was received from UNA Northern Ireland

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

A verbal report was received from UNA South and South West

UNA's name was added to a local festival that charged £5 (£4 with concessions) per ticket. 120 people attended. A raffle was arranged that led to 51 supporter cards being completed. The evening was a success,

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

A written report was received from UNA Wales

- It had been a busy and challenging period for UNA Wales
- UNA Wales held a business community event to engage organisations
- The Chair's speech at the March event was well received
- A review will be undertaken at the end of this month

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

A written report was received from UNA Youth

- The report outlined two objectives for UNA Youth:
  - Projects programme to select UN youth delegate, study tours to Geneva, MUN delegation, Fresher's fair and
  - 2) day-to-day activities to engage students such as youth leadership corner, improvement of tools and resourcing, blog, advocacy, website and social media
- UNA Youth would also discuss with Head of Outreach strategies to make UNA youth's progress sustainable by providing a package that can be handed from one president to the next
- Head of Outreach and UNA Youth will explore further the idea of targeted New World cover letter

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

### **Dates of future meeting**

Friday, 9 October 2015 - UN70 celebration, Guild Hall, London

Wednesday, 14 October 2015 - (tbc)

Thursday, 22 October 2015 - UN day reception, London

Thursday 19 November, 5pm – Board Meeting, 3WHC

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