

**COMMUNICATION REPORT**  
**UNA-UK Board Meeting Thursday 22 September 2016**

*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.*

**CHAIR INTRODUCTION:**

Lord Wood of Anfield chaired the meeting. He emphasised the need to continue making a case for internationalism while being a critical friend of the UN in the challenging post-Brexit context. He also stressed that fundraising was vital to meet our ambitions and this would be a top priority.

**UPDATES:**

Local UNAs Basis of Recognition Template

Board members agreed that updating the criteria for recognition was needed to clarify expectations and to minimise risks to UNA-UK.

The Board approved the new Basis of Recognition template and agreed that:

- a standardised application form would be created
- the criterion for six members would continue to apply to community groups only
- both the basis of recognition and the form would require two officers of the local UNA to be members of UNA-UK

Data protection audit

Consensus was expressed on the need to clarify UNA-UK's policies around data protection in order to minimize potential risks to UNA-UK.

The Executive Director (ED) welcomed the decision and noted that with several systems upgrades (IT, website, database and admin) nearing completion, this would be a good time for a data protection audit.

**The Board agreed that the F&GC should take the lead on this project but that the Board would need to appraise progress due to the potential risks associated with data protection and because of the requirement for funding and external expertise.**

Executive Director's (ED) report

The ED stressed the following:

- Funding had been identified as UNA-UK's priority in the new strategic plan and the Executive's work needed to reflect this.
- To facilitate this, clear plans were being created for UNA-UK's four major campaigns: "I stand for" campaign led by the Deputy Director (Outreach); a campaign on UK foreign policy under the theme "Keeping Britain Global"; 1 for 7 Billion and its successor – tackling sexual abuse by UN peacekeepers.
- The ED noted that organisation-wide KPIs and targets were currently being developed. The financial ones would be reported at every Board meeting; the rest twice a year, in line with the internal reporting cycle.

**The Board agreed that some youth-focussed KPIs and targets were required and that the KPIs should be easy to use and report on.**

Implementing Board composition decisions

The ED outlined the two-stage process on Trustee appointment/recruitment.

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Trustees noted that:

- Stage 1 would see 2-4 trustees appointed at the 10 December 2016 Board meeting, including potentially the two elected trustees, and stage 2 would see further appointments at the March 2017 meeting
- a good balance of expertise was necessary for other appointed Trustees representing different sectors
- additional trustees could be appointment during stage 1 if it was felt beneficial to recruit fundraising expertise given UNA-UK's priorities
- the brief for the elected trustees should make clear their responsibilities to engage with local UNAs in all parts of the UK
- engagement with youth, through the elected and the youth-focussed trustees, should be clearly integrated into the outreach strategy

**The Board approved the timeline and process set out in the paper and agreed that the four English geographic Trustees would step down at the end of the next Board meeting. New Trustees would be invited to observe the next Board meeting and would join the Board as soon as possible thereafter.**

Revised Articles of Association

The Chair asked the Trustees, as Voting Members of UNA-UK, to consider a written resolution. The written resolution related to a Special Resolution to adopt new Articles of Association (circulated as drafts at the meeting) in substitution for the existing ones. 75% of the Voting Members would be required to approve the Special Resolution for its adoption.

The Board agreed the following:

- That the Special Resolution be circulated to all Voting Members together with the amended Articles (showing track changes) and a link to the current Rules
- That Trustees would have two weeks to provide comments which would then be conveyed to UNA-UK's lawyers, with a view to Trustees approving the document within the required 28 days.
- It was noted that should further amendments to the Articles be needed, a new version would need to be circulated.

2015-16 Audited Draft Accounts

A report was received from the Treasurer and the Deputy Director (Finance & Governance):

- The auditors had been very thorough, requesting details on the transfer of assets from the UNA Trust and the LLP, as well as on internal controls.
- Additional notes and cash flow statements had been included as a result of new accounting standards.
- Adjustments had been made to prior year balances for a legacy notified in 2013-14 but received in 2015-16.

2015-16 loss of £140,000 was stressed as illustrating the urgent need to fundraise.

**The Board approved the accounts.**

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2015-16 Auditor's post audit report and Draft Letter of Representation to the Auditors

The Deputy Director (Finance & Governance) pointed to recommendations such as further controls on bank reconciliations and clarity on the separation of donations and membership, notably to allow for Gift Aid claims.

The Treasurer explained that the accounts were publicly available on the Charity Commission and Companies House website and on UNA-UK's website.

**The Board approved the post-audit report and the Draft Letter of Representation to the Auditors.**

**INFORMATION REPORTS:**

Finance and Governance Committee Meeting (F&GC) update

The Treasurer announced that three potential committee members had attended the last meeting. They had responded to an advert and through the ICAEW website and free listings.

The F&GC had discussed:

- the fundraising plan;
- On investments: a potential to move from active management fund to a managed fund (with a decision due by the next meeting);
- the risk register, which had included raising the risk level for staffing and IT given recent changes, and reviewing plans in place for managing these risks at its next meeting.

Draft fundraising plan

The ED presented the proposed plan and highlighted that given time constraints, focusing on fundraising would inevitably mean other areas would be de-prioritised.

The ED encouraged Trustees to:

- send suggestions on fundraising activities to the ED
- promote the available desk space to their contacts
- remind their contacts to sign the Gift Aid forms which would be distributed with the new issue of New World.

Staffing update

The ED announced that the team was now fully staffed with high-quality individuals selected from a very competitive process. She expressed confidence that the staffing situation would allow her to focus on fundraising as other staff step up to take forward policy, outreach and admin work.

Activity report – available from the website (here)

The report covered outreach, policy and communications activities. Highlights included:

- The successful launch of the "I stand for" campaign and the inclusion of a member, supporter and fundraising drive in the next stage.
- Discussions with the Procedure Committee to ensure a more vibrant and participatory format for next year's Conference, set for May 2017
- The ongoing work to increase the quality of information on the new database, which may lead to a reduction in numbers but better data

**The Board noted the report with interest.**

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**MATTERS RELATING TO UNA YOUTH AND UNA NATIONS/AREAS:**

Applications for recognition

A report was received from the Deputy Director (Outreach) and Youth representative:

- 7 student UNAs were no longer recognised due to inactivity or failing to meet the recognition requirements: Aberystwyth, Hull, Kingston, Middlesex, Regent's University, Hertfordshire and London Metropolitan University.
- 3 applications were introduced: Exeter, Loughborough and Dundee.

A discussion was held on the recognition fee for university UNAs, which was not required by community UNAs who were instead asked to field at least six paid-up members. **The Board agreed that no changes would be made to these respective arrangements at present but that this would be reviewed over the course of the new strategic plan period.**

**The Board approved the three new applications for recognition.**

Report to the Board from UNA Scotland

**The report was noted with interest by the Board.**

Report to the Board from UNA Northern Ireland

**The report was noted with interest by the Board.**

**Dates of next Board meeting: Saturday 10 December 2016 – 10.00 – 14.00**