

## BOARD MEETING REPORT DECEMBER 2016

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*The following report is a summary of discussions and decisions made at the Icon Board of Trustees meeting on 7<sup>TH</sup> December 2016.*

### **Main points: Complaints Procedure, Retired Members, Finance & Budget, Trustee Appointments and Strategy.**

#### **1 Icon Complaints Procedure**

The Complaints Procedure has been launched. Two complaints are being processed and so far the new system seems to be working well. It will be reviewed in Summer 2017.

#### **2 Chairs' Forum**

The Chair of Icon, Siobhan Stevenson, reported on the first new Chairs' Forum. This was attended by the Chairs of all Groups, herself, the Chief Executive and the Membership Manager. It was well received as a mechanism for dialogue with the Groups and she anticipates that the next meeting will be in Spring 2017.

#### **3 Retired Members' Proposal**

It was agreed in principle to develop a membership category for Accredited Members who were no longer practicing but who wanted to keep in touch and support the development of active members. Issues discussed included defining what 'retired' means and what might be 'grey' areas. For example, would it mean retirement from practical conservation only whilst lecturing (paid or unpaid) would be allowed? The scheme would be refined and brought back to the Board.

#### **4 Finance**

The Finance Committee and Senior Management Team had reviewed the management accounts for the year to date and the aim of increasing the reserves slightly this year should be achieved. However, 2017-2018 and the next few years appear very challenging as there are currently no major projects contributing towards staff and support costs. To build reserves (which are still some way below the Board's Policy target) mean that some activities, such as the professional development online project, cannot proceed unless funds can be raised. The Board will also need to raise funds externally to cover the costs arising from the new Strategy, once finalised. The Trustees agreed that they would like to see routine income increase, particularly through a growth in membership numbers.

## **5 Trustee Appointments**

Ylva Dahnsjö, Charlotte Lester, Pierrette Squires and Adam Webster would be leaving the board at the end of the AGM and Nigel Dacre later decided not to take up a second term of co-option. The new on-line voting system provided by mi-voice had worked very well. 549 members voted for the unreserved seats which was about twice the number in any previously recorded year and 59 voted for the reserved seat for Scotland. Jonathan Betts, Lorraine Finch, Caroline Peach and Deborah Walton were elected to the unreserved seats and Mel Houston was elected to the reserved seat for Scotland – all to serve from the end of the 2016 AGM until the end of the 2019 AGM. There were no candidates for the reserved seat for Northern Ireland.

The process of advertising and selecting two new co-opted Trustees had also gone well. The Nominations Committee had recommended to the Board that Ruth Howlett and Frances Graupner should be co-opted to serve on the Board from the end of the 2016 AGM until the end of the 2019 AGM and the Board had agreed to this.

## **6 Strategy Update**

A draft of the Chair's presentation to the AGM (which followed after the Board Meeting) had been circulated to Trustees and comments had been received. Dependant on the AGM discussion, it was agreed to circulate a consultation paper to the wider membership and external stakeholders in mid-January with a view to the final document being presented to the Board for adoption at its meeting on 15<sup>th</sup> March 2017. This will be preceded by a further informal Trustees' Strategic Planning Day on 24<sup>th</sup> January.

## **7 Professional Standards and Development**

Minor revisions to the Terms of Reference of the Professional Standards and Development Committee (PSD), the Accreditation Committee and Editorial Panel were agreed as were the Accreditation Appeals Process, the Time- Out Procedure and procedures for the recruitment procedure for PSD and for the voluntary roles on the Accreditation Committee.

## **8 Conservation Register**

The Task & Finish Group had met for the first time and the Board agreed its draft Terms of Reference subject to some final amendments. Rebecca Hellen has agreed to Chair the Group which will submit recommendations to the Board in June 2017.

The Chair led the Board in thanking all those Trustees who would be leaving the Board at the end of the AGM.

*The meeting was held at the St Bride's Foundation in London. Siobhan Stevenson (Chair), Penny Bendall, Iain Boyd, Sarah Cove, Nigel Dacre, Caroline Peach, and Adam Webster were present with Alison Richmond (Icon Chief Executive), and Simon Green (Icon Business Manager) attending.*

*The next formal Board of Trustees meeting will be on 15<sup>th</sup> March 2017.*