

## Minutes

### Transition Network Board Meeting – Friday 2 September 2011

Attending: Peter Lipman, Gary Alexander , Sarah Nicholl, Rob Hopkins, William Lana, Ben Brangwyn, Jo Coish, Sarah McAdam, Clare Pavitt, Naresh Giangrande, Sally Croft & Catrina Pickering (joined for the second half of the meeting).

Apologies: Tony Greenham & Ruth Ben-Tovim    Location: YHA Bristol

Regular Items	
<p><b>Action Point from last meeting (20 mins)</b></p> <ul style="list-style-type: none"> <li>• Minutes and pictures biogs needed from Trustees</li> <li>• Dreaming circle not done.</li> <li>• Movie going well, meeting with Emma Goude, filming over August. Crowd funding for local film makers elsewhere (Brazil) Target completions date 20 November. Happy in their budget.</li> <li>• Formal invite to new board members – 6 November formal review. One to one chats with Peter to be done.</li> <li>• Gary &amp; Sarah have had a review and they were pleased this was done.</li> <li>• Rob &amp; Ben standing down – there needs to be a process for doing this. Ruth has had some thoughts but want to have further discussion. Before next Board Meeting they will be standing down. What happens afterwards when stepped down in terms of what capacity and when should they attend? Assumption that they will attend as senior staff members. <b>Decision</b> - need a working default to test and review. Rob, Ben &amp; Naresh to continue to attend meetings.</li> <li>• Articles of association – Sarah going to draft something, not happened stays as an action to be done by the next meeting. Sarah hoping to go beyond mechanics of regulating board membership to look at board roles too.</li> </ul>	<p><b>Carry to the next meeting</b></p> <p><b>Peter to take forward after 6 November</b></p> <p><b>Sarah McAdam</b></p>

<b>Financial Report/Funding update (50 mins)</b> – <i>paper on REconomy funding already circulated, together with background paper – Sally Croft attended</i>	<b>Actions</b>
<p><b>Management figures</b> up to 31 July 2011 were shown and discussed. Points discussed further -</p> <ul style="list-style-type: none"> <li>• Big investments £XXX for making of the film with the means to recoup from sales. Film revenue calculated on a cautious basis from what money came in from the first movie.</li> <li>• Talk fees and training fees are down for this year. Rob been writing the new book, the hope is that they will pick up now the book is due to come out again.</li> <li>• Training income is down from the same period as last year. A new training has been created which is a follow on from the initial two day course, Transition Thrive, this came from the Training survey.</li> <li>• Not been covering is Steph’s ( Training Coordinator) salary.</li> <li>• Reserves – should be £XXX but most Charities don’t reach their reserve amount however this the amount we are working towards.</li> <li>• Training income – we will use the FunderB grant and then any training on top of that will break even but won’t be putting more money into that pot.</li> <li>• Known income assuming not replacing Project Support, new Director point or Catrina’s Diversity role then at the end of the next financial year will have £XXX for this financial year.</li> <li>• Baseline figures for the next financial year 2012-2013 discussed.</li> </ul> <p><b>Funding update –</b> <i>Papers sent round.</i></p> <ul style="list-style-type: none"> <li>• <i>Additional comments</i> – Roddick Foundation funding day – invites are done and need to be sent out . Any support from the Board? Any ideas for people/companies to invite? Sending a list of asks, how many asks to have? Clear, explain what are and what the outcomes will be, not too many. Appropriate asks would be if decision to have new Director then that would be one of them, Diversity, Project Support...</li> <li>• More speculative and smaller ones on the document.</li> <li>• Hong Kong – possible funding , highly speculative. Not to assume going to get them.</li> <li>• To re-visit Diversity role and that Cat’s role finishes at end of September. Decision required, to revisit after looking Cat and Clare’s paper, to hold until that agenda item. Clare commenting that there is a need for the work and Diversity to be within the core of TN but not necessarily a Diversity</li> </ul>	<p>To follow up the amount received in advance– <b>Rob &amp; Sally</b></p> <p><b>Peter to send invite and list of invitees to the Board</b></p>

<p>Role.</p> <ul style="list-style-type: none"> <li>• Not able to fund the Project Support role at the moment unless the funding comes through.</li> <li>• Ed – how do we go from the Nov to May period when he is in Australia? Peter and Ben to meet with Ed today to discuss this further. Project work to be done by Ed and then maintenance in the UK and keep it at 4 days a week (2 Ed, 2 maintenance role). Web editing will have to be taken up by another person or couple of people he has nominated for this role. Strongly supported by the rest of the Board to go this way. Pass the Board’s thanks for all the work Ed has done.</li> <li>• REconomy work – <i>paper circulated</i> One of the asks at the Roddick funding day. Do we feel we have £xxx to do it anyway without having the funds. £xxx allocate for the Manchester funding is Tony’s suggestion to continuing the scoping study. Would be a real shame to not invest it in this project.</li> <li>• Suggestion - Any academic input into the project, get an academic partner? Potential to slow it down. Sarah M &amp; Peter to have discussion separately. <b>Yes to £xxx decision.</b></li> </ul>	
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<b>On Going &amp; Carried Forward items, and Actions “Actioned”</b>	
<b>Diversity Role (50 mins) (2 papers from Catrina &amp; Clare, Catrina attending)</b>	
<p>Cat’s fed back details in the paper discussed. There needs to be an embedded diversity approach rather than something just added. Are we comfortable with the work that has been done or is embedding ambitious? If not having a coordinator then embedding is the best option. Idea of training? Would be difficult is we are not completely in that world?</p> <p>Useful to have the ‘what it would look like if we had it embedded what would the organisation look like’ within the paper. Would be good to have an enquiry as to how well have we been doing, what has been going well. Are the initiatives doing well to address it as well as Transition Network.</p> <p>Should it be TN operates as a model rather than telling others that this is what you should do within your initiative? Giving tools instead?</p> <p>Booklet/Guide that Cat has been working on how is that progressing? It is written more like a manual for the initiatives and can be available to view? Budget to develop this guide? Would have to come out</p>	

of general funds if the decision is to do it.

Tony had sent a note to Peter expressing concern that we need to think hard about how to deal with the points raised by Cat.

How and who takes it forward, don't think it is that challenging for us. If the role isn't there responsibility for us all the embed diversity and can we do that without the support? Would the Delivery Director (if/when that person is in place) make sure Diversity is embedded too?

Working in partnership? If there is a diversity organisation who would want to work with all the initiatives is that a way forward? Cat has tried to work with Trafford Hall on this but there is no money or resources in TN and Trafford Hall.

Diversity statement already in the list of 'to become an initiative you have to'.

Communicating what is being done already, examples Salary review, Tresoc, initiatives becoming official.

Rob happy to support with the booklet that Cat is developing.

Is there more that the Board can do to offer structure to embedding this or having a Board member to remind the Board of the work involved. Agree that we formally embed diversity within the strategic aims.

Formally give thanks to Cat for the work she has done within the diversity role.

**Decision** – There is no funds to continue the Diversity post within Transition Network at the moment so Catrina's job will finish at the end of September 2011

<b>Conference report (40 mins) - paper from Gary on national hub co-ordination</b>	
<p>Feedback good from Board.</p> <p>Numbers slightly down from previous years. Some feedback was the cost and too expensive to go. There is a Conference meeting next week to discuss next year and if we can go back to previous years discussion about camping and more practical hands on workshops. Any feedback from Board welcome to take forward.</p> <p>Feedback from Jo Hardy (Peter reporting back on telephone discussion). Keen to be clear as possibly early as possible about the nature of the conference and content. Strong feeling about how we deal with group conflict and if that is one of the main areas we need to think about it earlier.</p> <p><b>National hub co-ordination</b> – Gary and Filipa have had skype conversations and very excited about coordinating this. Great demand in Brussels, believing in Transition is great and she needs some sort of official title. What sort of checking and monitoring of her work will be done? Gary and Ben to be involved with that, to set up a support and appraisal set up, workplan etc.</p> <p>Links into the Strategy work for line management and workplans for staff. Ben to be line managing and Gary mentoring.</p> <p>Inviting her to next Board Meeting and Away Days. Should we pay her travel expenses? We will offer to pay her travel and then up to her whether to take it or not.</p> <p>Other role – Policy worker (representative) in Brussel, a workplan to be drawn up by her to discuss further. Would like someone to be with her when she does her initial discussion with people . Get references at xxx. She will need a contract and Jo and Clare to liaise and draw on up.</p> <p>If someone comes along and says ‘I can do this’ that we don’t just take them up on the offer but this seems a good opportunity.</p> <p>Remit – not to be involved in politics in anyway.</p> <p>To go ahead with the Hubs job but not straight away with the Policy worker.</p>	<p><b>Ben to set up support, appraisal and workplan.</b></p> <p><b>Peter to contact possible referees.</b></p> <p><b>Contract – Jo and Clare to liaise to draw up a contract for her.</b></p>
<b>Delivery director role (25 mins) (paper from Sarah M)</b>	
The role needs to an absolute minimum of 3 days. If go below then the post holder wouldn’t be able to	

holding role sufficiently to be effective.

If this route not to hand over everything that everyone hasn't been able to do and expect this role to take on everything.

*Comments and questions – FunderA saying* - decide what you need and put a suggestion to us and we are interested in helping you for this. There is a remote possibility of money from FunderA so we shouldn't assume we will get it.

Clear good report with the table looking at the roles clearly.

Getting the right person is the challenge to compliment the staff/team we already have. Wanting this person to come up with changes and developing the role with the Team and not coming into the organisation with fixed ideas.

Question for the board, do we want to be applying for funding to pay for some of the work that the Chair (Peter) does (that part which is usually done by staff)?

Do we want to be keeping to the timetable of being in post without the funding being in place? Wait until we see what comes out of the Roddick funding day, then if nothing we will revisit if we can use the FunderA third year money to put this person in post? How high up the priority list is this role?

Agreed to create this post. Job Description, communicating this to FunderA

**William**



<p>up a system for people to support each other in specific areas.</p> <p>Ben &amp; Sophy to liaise with Gary and Sarah N about the potential refocusing the JD of the role. The need to prioritise the areas of work that this role needs to achieve.</p> <p>Anything learned from this – looking closely at individuals and how they are coping and seeing the warning signs. Raises the question of how we interview? Should the Board be more involved and possibilities of being on the interview panel.</p> <p>Do we want to continue a Diversity role? Not possible, Cat to finish in the role at the end of September. Feel there should be a Board champion for diversity, yes and Clare volunteered to be this Champion.</p>	<p><b>Ben, Sophy, Gary &amp; Sarah N</b></p>
<p><b>Report back on Arts event</b></p>	<p>Ruth</p>
<p>Ruth gave apologies so not discussed.</p>	
<p><b>Difficult awards (10 mins)– (Paper from Sarah N)</b></p>	
<p>Peter read from Tony’s feedback on the paper. Going to have to look at a case by case basis (Tony’s suggestion) which was agreed. Keep as it is now, making sure the discussion happens and then who gets to actually decide.</p>	
<p><b>Conflicts of interest (6 mins)– (paper circulated by Tony)</b></p>	
<p>Not to be agreed at every meeting . Setting it up as a google document?</p> <p>An annual update and if it comes up then bring to the meeting .</p>	<p>Jo to be responsible for it in a Company Secretary capacity.</p>

<b>AOB (5 mins)</b>		
<ul style="list-style-type: none"> <li>Education in Transition – Isabelle Carlisle. Working with Schools. Information to the Board, so aware of what she is doing and wanting support from the Board to say that TN are backing her work? Fundraising application from Isabelle as representative of TN? It needs to be seen and agreed by TN (Nicola and another).  No problems with idea in principal but the practicalities involved how is that going to work?</li> </ul>		<b>Ben</b>
<b>Reflection on how the meeting went (5 mins)–</b>  Good to come to Bristol so keep as is. Crunching through agenda items? Agenda items and papers earlier and in one lump, time to read and reflex before the meeting. Longer meetings? How do we work as a group – <b>next agenda</b>		<b>Jo</b>
<b>Agenda items for next meeting (2 mins)</b>  How we work as a group Arts strategy		
<b>Dates for forthcoming event/meetings etc.(3 mins)</b> What gets covered and who is facilitating Away Days?		<b>Peter to send round email to Clare, Rob and Ruth about Away Days</b>
<b>NEXT MEETING</b> <b>Date:</b> Friday 18 November 2011 <b>Time:</b> 12:00pm – 4:30pm <b>Location</b> London – Esmee Fairbairn offices	<b>MEETING AFTER NEXT</b> <b>Date:</b> Friday 10 February 2012 <b>Time:</b> 10:30pm – 2:30pm <b>Location:</b> Totnes - TN Office	<b>NEXT AWAY DAY</b>  <b>Date:</b> Thurs 3 Nov & Fri 4 Nov <b>Location:</b> Sophy & Naresh’s house