



Minutes of HUST Board Meeting - 7.30pm

Wednesday 8th January 2020 at Richmond Club

Present:

Elected HUST Board Members: Joanie Roberts (JR) Chair, Richard Tomkins (RGT), Michael Sessarego (MS) Vice Chair, Peter Sell (PS), Nigel Edmondson (NE), Tony Taylor (TT) Treasurer

Non-voting Members

Independent Secretary - Administrative and Membership, Sarah Hudd (SH)
Governance Secretary – Frank Williams (FW)

Apologies:

Apologies received from Jamie Howard

1.00 Minutes of Previous Meeting - 3rd December 2019

- 1.01 FW & SH were introduced to the board following their confirmed appointments via email resolution.
- 1.01 The minutes were accepted subject to the addition of reservations to be included by the working party of JR, PS, MS, who shall report back to the next meeting.
Proposed PS, Seconded NE, Carried unanimously
- 1.02 NE to prepare a report outlining his ideas for future PR strategy

2.00 Reports

- 2.01 A [membership report](#) was presented by SH and received by the Board
- 2.02 [Treasurer's Reports](#) were presented by TT and received by the Board
- 2.03 RGT confirmed he had been accepted as an HFC Academy Independent Adult.

3.00 Chair Report

- 3.01 FW ruled that information that had been shared between the HFC Chair, Andrew Graham & HUST Chair, JR, in a recent meeting and due to the sensitivity of the issues, that they may compromise the position of NE as a Benefactor together with the possibility that these issues may change in the light of the Club AGM scheduled for the following night, JR would not report on her meeting at this stage, but was totally justified in bringing the matter to the fore.

Secretarial addendum: FW will undertake to research previous decisions by The Board relating to matters of Conflicts of Interest and will report his findings to the next Board Meeting.

3.02 HND Recruitment

3.03 JR advised that they were currently waiting for clarification, once the AGM at HFC on January 9th 2020 had taken place, of what skill sets the HFC board required.

3.04 Closing date for application 31st Jan. Interview's week commencing 10th Feb

4.00 HFC AGM – 9th January 2020

4.01 JR, RGT and PS are attending. TT confirmed that detailed financial reports would not be published in full. It is not required to do so by law.

4.02 Resolution HUST to ask if HFC would be agreeable to quarterly meetings with HUST and the other shareholders Proposed RGT, Seconded PS, Carried unanimously

5.00 HUST/HFC Working Relationship Document

5.01 JR advised that the previous Secretary has done a lot of work with assistance from legal experts and had help from solicitors and is a document in line with FSA guidelines.

Resolution: Send document as is as initial proposal and use as a working document

Proposed RGT Seconded TT Carried, NE against document but not the principle.

6.00 Independent Secretary

6.01 FW gave a background report on how the outgoing Secretary was appointed 3 years ago. There is no official policy except under section 80 of the Constitution. The FSA guidelines were presented to the meeting. Following a full discussion, JR suggested that the Secretary role be split into two roles a) Administrative Secretary in charge of minutes, letter, agenda currently carried out by SH. SH stated she was happy to continue in this role. b) Governance Secretary. FW stated he would only cover role until a permanent role could be found.

Resolution To split Secretary's role to Administrative and Governance Roles under FSA Guidelines. Proposed PS, Seconded TT, Carried unanimously

6.02 FW explained that all information regarding HUST Business is to be distributed through the Chair. The Secretary is responsible to the Chair between meetings as per the constitution.

7.00 Date of Next Meeting

7.01 Next HUST Board Meeting will be Wednesday 8th February 2020