



BOARD OF TRUSTEES

Minutes of a business meeting held on Wednesday 25 March 2020. This meeting was held virtually using Zoom video conferencing due to COVID19.

Present	James Adams, Andrew Burns (Convener), Becky Duff, Sean Duffy, Fiona Gillespie, Manish Joshi, Adam Lang, Pauline Lunn, Kenneth Pinkerton, Theresa Shearer
Apologies	Brook Marshall
In Attendance	Anna Fowlie, Tim Hencher, David McNeill

1. Welcome and apologies

Andrew Burns welcomed everyone to the meeting. Andrew thanked the SCVO staff leadership team for their hard work over the last few weeks. The board agreed that Andrew Burns should write to all staff to pass on a message of thanks from the Board for all that they have done to support SCVO and the sector during this massive change.

Action point

Andrew Burns to write a letter of thanks for sending to all staff

2. Conflicts of interest

Theresa Shearer noted that organisations that SCVO trustees worked for might be applying for Resilience funding and this could present a conflict. The Board agreed that it would review on a case by case basis.

There were no other conflicts of interest declared.

3. Minutes of previous meeting

The minutes of the meeting held on Wednesday 12 February 2020 were approved, and remarked on the positive feedback on the Policy Forum's manifesto which was launched at The Gathering.

The public minutes of the previous meeting held on Wednesday 12 February 2020 were approved and would be published on the web site.

Action point

Upload public version of minutes onto the website

4. Matters arising and action log

There were no matters arising.

There was no action log included with the meetings papers. Anna Fowlie confirmed that all Actions were either completed or ongoing and that an update would be brought to the next meeting.

Action point**Anna Fowlie to provide an updated action log at the next meeting****5. Membership update**

Trustees noted the new, returning, and resigning members.

In discussion it was asked if the primary reason for joining was captured. David McNeill informed the Trustees that this information is collected but was not included on Paper 3 due to recent COVID 19 events. Anna Fowlie informed the Trustees that membership enquiries had increased over the last few weeks on the back of SCVO's response to COVID19, however in the longer term we might expect to see a drop in membership as organisations close or experience funding problems.

6. Corporate governance - Business continuity in light of COVID19 pandemic

Anna Fowlie introduced Paper 4. She highlighted that events were changing on a daily basis, for example budgets were already out of date, but that SCVO had accomplished an amazing amount over the last week with Scottish Government, TSI's and funders, including:

- Coronavirus Hub created – this was done well and is becoming more sophisticated on a daily basis
- we have sourced good information for content, that's growing
- experience@scvo.org.uk – we received a lot of emails that are providing intelligence – vital as we don't know what's happening until the sector tells us
- funders are using us as a route in to disburse funds
- independent funders don't have a collective route in to the sector and we're trying to get them to work collaboratively
- we have great IT and the IT team did an amazing job of setting staff up to work remotely
- staff have quickly prepared themselves to work from home. Payroll took a little longer because of their systems and are now also working remotely. All our offices are closed until further notice.
- we are working through contingencies for if people fall sick
- we have taken the decision not to alter the terms and conditions of staff that are struggling to work with children in the house or carer obligations
- we are looking for staff who might need to be furloughed
- we will carry on showing pragmatism and flexibility.

Comment was also made on the crisis exposing a degree of confusion around volunteering and we are trying to bring some common sense to the approach. SCVO has set up a Coronavirus Community Assistance Directory for organisations.

Trustees discussed and noted the report agreeing that staff had done very well in response to the COVID19 crisis.

7. Update from Finance, Audit, and Risk Committee

Tim Hencher presented the draft 2020/21 budget, informing trustees that the budget had been prepared in early March and before the escalation of COVID19. He informed the trustees that due to COVID 19 many of its assumptions will not stand and that both income and cost figures will change, potentially frequently and significantly. With this in mind, he asked that the budget was approved on the understanding that:

- the staff team will maintain efforts and focus to achieve financial sustainability
- the finance function is fit for purpose to provide the information needed for decision-making in the changing environment
- the budget will be reviewed at minimum on a monthly basis over the next quarter and updates provided to the board
- that there are adequate cash reserves in place to make sure the organisation as a whole is not in jeopardy.

Trustees discussed the budget in some detail, particularly the cost of living pay award element. Trustees agreed that given the level of uncertainty at the moment of the impact of COVID19 on SCVO's finances that a decision on approving a cost of living award should be delayed for three months. It was agreed that a 2% cost of living award should however remain in the budget pending a decision on it. If approved any cost of living award would be back dated to 1 April 2020. It was further agreed that a monthly budget update should be provided to help assess the impact on SCVO's finances.

Trustees approved the 2020/21 draft budget on the above basis.

Trustees also approved the change of name of the committee to the Strategic Resources Committee to reflect its wider scope than finance and risk.

Action Points.

Anna Fowlie is to discuss the cost of living award with the Union

Tim Hencher to provide monthly budget updates

Trustees to review application of cost of living award in three months

8. Update from Strategic Development Committee

Trustees noted the feedback from the SDC and agreed that the Policy Forum would be stood down for the moment on the understanding that a Policy Forum could be reconvened when needed.

9. Risk

Trustees noted the addition of COVID19 to the risk register in line with their discussion on COVID19 earlier in the meeting, then reviewed the impact on the budget and business continuity.

12 AOCB

Anna Fowlie confirmed that the Charity Awards had been rescheduled to 25 September 2020. Nominations would be open until the end of April

Andrew Burns confirmed that James Adams would join the Strategic Development Committee and that Pauline Lunn would join the Strategic Resources Committee. Manish Joshi would remain unallocated to either committee for the time being.

13. Date of next meeting

The Trustees agreed to next meeting on Wednesday 10th June at 1pm. The meeting would likely be held virtually. The strategic away day planned for June would be postponed.