

ELL (potential) trustee meeting Friday 27th Nov 2015, 2-4pm @ ELL

Present – Jo Homan (Chair), Richard Vials, Jane Howson, Carrie Anker, Yumiko (?), Gemma Harris, Chris Speirs, Alex Sylvester, Sarah Bush, Lorena Vila, Mary McHugh, Nick Turner, Damian Rafferty, Jamshid Maylanchi, Vanessa Morris, Jenny Downham, Alison Roberts, Patrick Maher, Leslie Coupland, Ben Yeomans, Sam Struthers, Hazel Marie Foreman

Attendees introduce themselves

Jo passes round copies of draft constitution + accounts for year ending August 2015 + document “About charity trustees”

Jo outlines the purpose of the meeting – to elect trustees for ELL in its new form as a Charitable Incorporated Organisation (CIO)

Jo outlines the responsibilities of a trustee – that it is an overseeing, guiding role rather than necessarily an active, heavily involved management role. Jo emphasises that trustees would need to keep themselves informed of developments at ELL through e-mail chains, google group discussions and Facebook activity. Gemma suggests that before each quarterly meeting some essential prerequisite reading is sent out to trustees.

Jo emphasises that both trustees and members have the ability to vote on decision at meetings, and that a quorate of at least 1/3 of trustees, or a minimum of 5 trustees, must be present for a meeting to be held. Those present but not willing to become trustees (e.g. Jenny, Alison) state that they might be interested in becoming a trustee at this later time.

Jo points out that 1/3rd of the trustees step down each year and that a trustee can stay on the board of trustees for a maximum of 3 terms before it is compulsory for them to step down.

Alex raises the point that 20 trustees may be too many and that communication could become difficult. Gemma states that it is likely that a portion of those at the meeting with the intention of becoming trustees (20 people) will later reverse that decision and that the eventual number will be less than 20.

Jo opens up discussion about what times and dates would be best to arrange meetings. It is agreed that Fridays 1-3 pm are the most appropriate time although some present emphasise that they could only confirm their availability for these times nearer the dates. Richard points out that meeting dates will be published a year in advance, allowing for plenty of time to make arrangements for time off.

Meeting dates are set as **Fri Jan 15th, Fri 15th April, Fri 15th July and Fri 14th October (AGM)**

It is suggested that the responsibility for chairing the meetings be rotated as an impetus for trustees to become more involved and take on more responsibility. Jane emphasises that it should be optional to chair meetings as some people do not like to do so. Richard agrees to chair the Jan 15th meeting.

Jo asks those present if they are willing to increase their level of involvement with ELL and assist in its running in different areas – leading volunteer shifts (Ben, Jenny, Vanessa, Les, Chris, Sarah, Alex, Carrie, Patrick, Lorena), outreach work with schools (Sarah, Alex), reviewing policies (Nick, Chris) and managing the accounts (Jane, Carrie, Patrick, Chris)

Meeting concludes. Jo hands round trustee registration form for those present to sign.