

Minutes of the ADSO Board Meeting

Friday 27 March 2020 at 11 am (by directors' teleconference)

In attendance

Name	Position	Present(P) Apologies(A)
John Austin (JA)	Chair	P
Peter Sass (PSa)	Vice-Chair	P
John Lynch (JL)	Director of Finance	P
Susan Biddle (SB)	Director of Training	A
Peter Savage (PS)	Company Secretary	P
Wayne Chandai (WC)	Director for Communication	A
Colin Copus (CC)	Non-executive Director	P
Joanna Boaler (JB)	Non-executive Director	P (after minute 3)
<i>Note: on this occasion, because the meeting was by telephone conference call, regional representatives were welcome but not required to participate.</i>		
Rebecca Owen (RO)	East Midlands representative	A
Andy Spragg (AS)	London representative	A
James McLaughlin (JM)	North-East and Yorkshire and Humberside representative	A
Paul Wickenden (PW)	South East representative	A
Nick Hughes (NH)	South East representative	A
Emma Tombs (ET)	East of England representative	A
Debbie Janes (DJ)	East of England representative	A
Sarah Selway (SS)	South West representative	A
Libby Johnstone (LJ)	South West representative	A
Jess Bayley (JB)	West Midlands representative	A
Amanda Scarce (AS)	West Midlands representative	A
Sheena Jones (SJ)	West Midlands representative	A
Alex Murray (AM)	North West representative	A
Trudy Bedford (TB)	North West representative	A
Vacancy	Wales region	-

Item No.	Subject	Action
1.	Welcome, introductions and apologies: The Chair welcomed directors to the teleconference in the difficult surroundings of the Covid-19 pandemic.	-
2.	Chair's report (item 1) Agreed that (a) Joanna Boaler be appointed to a position of Non-Executive Director on the ADSO Board with immediate effect until the elections to the new Board in November 2020.	

	<p>(b) her specific responsibilities be a review of the website and social media policy and practices.</p> <p>(c) Joanna receives remuneration of £2000 per annum pro rata for the period leading to the November AGM.</p> <p>(d) The Board places on record its thanks to Debbie Janes and Emma Tombs for covering for Joanna as Eastern region representatives and that they be appointed formally to that role with immediate effect.</p>	
3.	<p>Minutes of the meeting held on 6 December 2019. The Minutes were agreed as a correct record. Noted that the membership survey had been completed and that a report would be submitted to the next meeting.</p>	<p>PS WC</p>
DECISION ITEMS		
4.	<p>Chair's report (items 2 and 3) IIMC Conference 2020 Agreed that Paul Wickenden be nominated as the ADSO delegate to the IIMC conference in St Louis in May 2020 (although it was assumed that the event would be cancelled in the light of the Covid-19 pandemic). Details of the election to the position on IIMC Vice President had been circulated to members. Code of Conduct and Supporting Guidance Agreed that the LGA should be urged by the Chair to provide guidance. In the event of the LGA not agreeing to do so the Board would revisit the issue.</p>	<p>PW JA</p>
5.	<p>Vice Chair's report ADSO awards Agreed that (1) the awards should go ahead even if the conference has to be cancelled (2) the categories should be: learner of the year; team of the year; and rookie of the year (3) prizes be at current levels, but the nature of prizes be reviewed in the light of some winners experiencing issues with being awarded cash prizes. (4) Vice Chair and Chair discuss members of judging panel (5) incentives be considered for each nominee (including the possibility of making a charitable donation) (6) a further report be submitted to the Board in July including the possibility of nominating annual charity for ADSO to support.</p>	<p>PSa PSa/JA PSa</p>
6.	<p>Director of Communications' report Agreed that (1) website updating be undertaken along the lines contained in the report (Sarah Hawkins to assist) (2) regional representatives to be offered training and encouraged to increase regional content (3) any structural change to be discussed between WC and JB (4) recommendations on greater use of social media agreed in principle although further work on targeting required because of the workload impact. (5) Directors have a fortnightly catch up telephone call on Thursdays at 4pm.</p>	<p>JB JB/WC WC/JB JB</p>

		Directors
7.	Director of Finance's report Report noted. Also noted that the draft accounts for 2019-20 had been circulated and approved.	JL
8.	2020 conference Agreed that the decision as to whether to hold or cancel the 2020 conference be deferred to May 2020 in the light of advice on the cancellation costs. The following issues were highlighted: (1) the correct description of Colin Copus as "emeritus professor" (2) whether the AGM has to be held at a specific time (3) whether to hold an on line seminar in the event of cancellation (4) further ideas were needed for the plenary session on day 2	All JL PS All All
9.	Directors' objectives Noted position. Final review to be completed at July Board meeting	All
INFORMATION REPORT		
10.	Vice Chair's report Noted the completion of the training contract. The LLG seminar had been cancelled.	
11.	Any other business Video meetings: noted that a lot of work was being undertaken on the issue of councils being allowed to hold meetings by video including "etiquette" and technical options. The Chair would contact the LGA to see whether guidance would be forthcoming.	All JA
12.	Dates of future meetings 3 July 2020 18 September 2020 4 December 2020 All meetings to be held at London Councils.	All PS

The meeting ended at 12.48 pm