

**ACC Board Meeting Monday 6<sup>th</sup> December 2021**

**Venue: Zoom**

**(Meeting commenced 9.30am)**

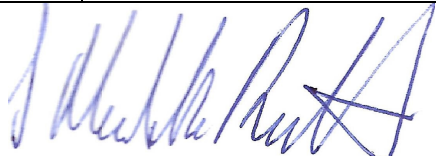
	<b>Title</b>
	<p><b>Opening</b> – Reflection was led by Gathoni Hamilton-Foster</p> <p><b>Welcome &amp; Apologies</b>                      In attendance: Sue Monckton-Rickett Chair (SMR); Chris Williams Deputy Chair (CW); Peter Roberts (PR); Peter Barraclough (PB); Phil Martin (PM), Wien Fung (WF) Gathoni Hamilton-Foster (GHF).Kathy Spooner (KS)</p> <p>Leroy Harley and Charlotte Johnson attend the ACCEnT part of the meeting.</p> <p><b>Apologies:</b> Tony Ruddle (TR) Fiona Sherburn (FS)</p> <p>The Board discussed Fiona Sherburn’s attendance at Board meetings. FS had raised whether she needed to step down from the Board, as her attendance has been low during this year. SKR explained that if a Board member misses 3 meetings in a row, they can be asked to step down. FS has not done this, but has only attended 6 of the 11 Board meetings and missed Nov and Dec. SMR explained that From February FS is going to be changing her work pattern to 3 days a week so she would definitely be able to attend more Board meetings. Covid1-19 has significantly increased the pressure on FS in her workplace in the last two years.</p> <p>There was agreement that FS is of great value to the Board and we would not want to lose her experience, expertise and knowledge and that her absence from meetings have been due to issues beyond her control. The proposal was accepted that she remains on the Board and we review with her in June 2022. Beyond that we could ask her to provide HR consultation if she did step down.</p>
1.	<p><b>Minutes of the 12th November</b>                      Minor amendments were made and agreed and minutes approved.</p> <p><b>Matters Arising</b>                      No matters arising</p> <p><b>AOB Declared</b></p> <ul style="list-style-type: none"> <li>• The MOU Group wanting a faith conference with regard to Conversion Therapy and whether ACC could be involved in leading that.</li> </ul>
2.	<p><b>Standing items</b></p> <ul style="list-style-type: none"> <li>• <b>Conflict of Interest:</b> No further additions. It was noted that all Board members who are members may have a conflict of interest around the setting of 2022 fees</li> <li>• <b>RISK register</b>                      SMR will review by the end of the year and will report back in January or February meeting</li> <li>• <b>Diversity &amp; Inclusion</b>                      CW shared the MoU response to the government consultation on banning conversion therapy. The Board needed to decide whether ACC wanted to just be part of the MoU submission or do we want to make our own submission, emphasising some points. The MOU group appreciated of ACC’s contributions.                      There then followed a discussion about the document.                      CW – suggested that each Board member and ACC members may wish to make a personal response..                      CW recommends that we are involved in any faith conference that emerges.                      SMR – reported that we had only one response to the e-mail we sent to members with the Board members initial response to the government legislation                      Board members were asked to vote as to whether ACC would accept the MoU Group response and not submit their own response.</li> </ul>

	<p>2 abstentions  5 agreed that ACC will not submit a separate response /return but align ACC with the MoU Group response  KS will confirm to the MOU Group that ACC are in agreement with their response  Agreed that ACC can be on the panel to help plan any faith conference but cannot lead it and continue to liaise about it</p> <p>CW reported that MIND, Place2Be &amp; Spectre have joined the MoU Group.</p>
3.	<p><b>Chair Report</b>  <b>Memberships stats</b>  No significant changes. Most membership categories have increased this year. However we seem to have lost registered members in the last few months.  Agreed that we need an analysis of register leavers.</p> <p><b>Complaints</b>  SMR has begun to document the effort / resource involved in managing and processing complaints. We have gathered some good people who are willing to serve as panellist, investigators and pastoral support.. We are still building robustness and a good foundation for the future.</p> <p><b>Accord</b>  The new editor has built up a bank of articles and is operating well. SMR said that we need to look at Accord more general in the future. Do we want to continue in its current format?. It was also felt that we should promote ACC more in Accord.  CW believes continuing of some value. PM suggested that it could be produced less often, but more substantive.  Suggestion that we look at our more promotional material as well as Accord.</p> <p>SMR said that this year been a tough year for many reasons and record thanks to KS and staff for all of their efforts and dedication. Agreed by all Board Members.</p>
4.	<p><b>CEO REPORT</b>  KS explained the position with regard to the development work needed to build a database and website. After meetings with Image+ it would seem that engaging them would be the best option – they know our systems well and us as an organisation and also they have a desire to build us a better system.  If it is to be project managed well on our side and the proposal is to appoint Heather Bennett as the project manager and backfill her role with someone / job share on a contracted basis.  PR has been working on and included in the Budget 2022 this provision.  PB – need to be very careful about scope creep and increases to the cost. KS said that there was a meeting on 5<sup>th</sup> January to discuss scope in more detail – the important thing is to make it scalable for new membership groups.  SMR confirmed part of work with Colley Raine will be to find funding  PM – Board valuable resource for design consultation. KS said that would be very helpful.  SMR – suggested that KS be sponsor, knowing that may mean SMR picking up other work e.g. conference planning  SMR – need to be clear on the 5<sup>th</sup> about scope and price. Need to have process for variation and changes. KS said that Image+ have been very clear about the pricing model, given some options for payment and also when compared to a previous quote this seemed reasonable. The details we have currently are an estimate of costs and following discussions there will a definite quote.  KS said that the key message to members was that although our hand had been forced in terms of timing, it was something that we had been wanting to do for some time and looking forward to opportunity. SMR has written an item for Accord.  PM said that we need to factor in significant software developments each 5-8 years and make provision for these costs.</p>

	<p>SMR said that we need this development to move into the next step of growth.  GHF said that she will ask prayer support from her team and the Accent group – can raise awareness of ACC  Suggestion that we talk to Colley Raine about potential crowd funding.  PR raised concerns about resourcing and especially KS workload if project sponsor. KS responded that it is probably manageable, but there would be little other expansion and developmental work.  Board – agreed to continue with Image+ on this development</p> <p><b>Support for Uganda</b>  Pastor Opie has sent an outline of the funds that he needs for his Pastoral Care / RPCC training. It was agreed that we ask members for giving at Christmas for Uganda and Kenya.  Board agreed to tell Pastor Opie that a maximum amount would be given for a projector and laptop but ask how he will plan to raise additional; funds/progress the project if they only get a small amount of money.</p>
5.	<p><b>Finance Report – Peter Roberts</b>  PR presented the October management accounts. The income from fees and on-line training is significantly more than budgeted including a £22k surplus from online training.  SMR said that this is the first year that PCUK training has made a profit. PM said that going forward we had learned zoom works for training and have a mixture of on-line and in person training.</p> <p>Overall a surplus of £8.8k for 10 months Forecasting a surplus of £12k for year because of NHS and online training.  PR confirmed that any surplus from the NHS takes into account the money we need to pay to counsellors.  Cash flow – funds in October £141K including £62.5k for contingency, which is the amount that PR is suggesting. SMR said that this was setting it at a level that the Charity commission recommends.  The board agreed the contingency for 2022 and that it would be reviewed annually.</p> <p><b>2022 Fees</b>  In 2021 there was no fee increase in recognition of the pressures on members due to Covid-19. PR said that inflation needs to be taken into account and recommended a general increase in fees but with some exceptions e.g. students.  The Board review proposed fee sheet and accepted the proposed increases.</p> <p><b>Budget</b>  PR presented the Budget for 2022 and said that the 2021 Forecast provides the basis for the budget. Some key assumptions for Budget 2022</p> <ul style="list-style-type: none"> <li>• Less income from on-line events because of the National Conference</li> <li>• Annual inflationary Increase in staff salaries – to be agreed later</li> <li>• Project Managers role, plus a full-time post to back-fill to provide some additional resource</li> <li>• Additional costs for travel for face to face meetings</li> <li>• Expectation of income from National Conference and Colley Raine fund raising as per their proposal.</li> <li>• Expense of new system build is the current quotation + 10% contingency</li> </ul> <p>PR said that he believed ACC can afford the deficit in Budget 2022 and preserve our contingency.  It was agreed that our biggest risk is if the Colley Raine fundraising projection is not achieved.  KS raised additional costs for travel with the IT project for face to face meetings  CW asked whether the grant income was realistic. PB said it is what Colley Raine proposal There is an element of faith, but they are experienced. If we feel that working with them is not productive we have an opportunity to do something different  CW – said that we need to add the fundraising to the risk register</p>

	<p>The Board agreed the 2022 Budget.</p> <p>CW add thanks to Peter and Sue and all the Board for hard work in trying to make sure that we remain viable, growing and generally offering a good service/product.</p> <p>KS left the meeting whilst salary Increases for 2022 were discussed. The Board agreed the proposals for 2022 salaries</p>
6.	<p><b>Accent</b> Leroy (LH) and Charlotte (CJ) joined the meeting</p> <p>CJ said that it was good to be here and 2 items to speak about:</p> <ul style="list-style-type: none"> <li>• Feedback from 4 Winds</li> <li>• Resource Support</li> </ul> <p>CJ said that it was the first time she had attended an ACC conference and she was ‘blown away’ high quality. There were 4 (ACCEnT members that presented a sessions and very grateful to those who made the decision to provide this opportunity and exciting at this involvement. There was a realm quality and diversity of material presented. It felt as though everyone would have got something from it. Charlotte’s own session – people were appreciative that feedback allowed individuals to share reflect and take time to discuss. When preparing led for Psalm 118 – and to hear what people shared was humbling. Very rich experience overall and very positive experience and looking forward to the next one. One ACCEnT member who presented said that she felt that she could be herself and bring her own cultural background and be true to herself. Empowering and exhilarating. Going forward would be good to see if the ACCEnT group can work together for delivering material. Really appreciate truthfulness of first session / talk led by KS. SMR said that ACC had taken a risk in focusing on members being trainers, but it meant that people felt included and connected and part of ‘the family’ which is great to achieve especially online. People did appreciate the wide range of workshops – gave sense of freedom to speak from where they are / lived experience. WF said that delivering the training was great, never enough time, some good feedback. CW said he especially appreciated this session. LH said that for him it had been an interesting 1.5 years for the start of ACCEnT. When it started there were a number of things they wanted to do for themselves and for ACC. Quickly realised that a lot on wish list but not enough people to do it. 8 within the group all with busy lives, maybe with unrealistic expectations of what is possible. The forum will look at that again at their plans in March. Primary goal is to do outreach. Want some help to do support work, e.g. looking at list of members and going though and looking at list of people of colour and contacting them individually with an invite to the forum. SMR asked what things else might be on their list of tasks/ plans? LH said that they would like to hold forums for race and inequality to have a space to talk and reflect – especially for men of colour. Also training – expand the delivery of training and few other things. We need someone to help group progress their goals. PM said that GDPR may mean that inviting people to contact them directly may be a problem, but perhaps inviting contact through Accord etc. LH said that they will consider what to do as the group in the conference as the opportunity and also to raise awareness KS and SMR said that ACC do not have resources to allocate specifically but encourage the group to ask for help task by task and support can be assessed</p>
7	<b>Date of next meeting</b>

Friday January 28 <sup>th</sup> 9.30 till 1 pm Schedule for meetings for Board to be set out by SMR
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Sue Monckton-Rickett

28 January 2022