



**Minutes of the Council meeting of BSHAA
By GoToMeetings**

Wednesday 1st July 2020 (Part one of two meetings)

Present:

A Coulter (AC) Chair
 D Foley (DF)
 S Dixon (SD)
 A Pugh (AP)
 Prof D Welbourn (DW) CEO
 R Kewney (RK)
 P Sydserff (PSy)
 R Garcia Medina (RGM)
 A Hopkirk (AH)
 Paula Cook (PC)
 Robert Donnan (RD)
 Elizabeth Adesugba (EA)
 Jasmine Opoku-Ware (JOW)

20-07-1A

In Attendance:

K Girling (KG)
 Dr J Jindal

Apologies:

J Summerfield (JS)

Did not attend: H Kennington (HK)

B. Council Members Contact Details

(AC) and (SD) confirmed they should now be contacted on their work email addresses.

C. Declaration of Interest

(AC) reminded Council members of the need to declare any conflict of interest (including potential conflict of interest) or change of circumstance that may have arisen since the last Council meeting. (AP) confirmed she had a change in her employment and has submitted a new declaration of interest form.

D. Attendance record

(KG) to update BSHAA Council meeting attendance record with details of all present.

E. Housekeeping – Online meetings

(AC) reminded everyone of the etiquette of online meetings.

20-07-2

Review Agenda

(AC) asked Council if there were any items for consideration under AOB. (AC) informed of the need to take a vote on the Diversity Statement and it would be added to item 4 – Perspectives.

20-07-3

Minutes

A. Minutes from meeting 23rd April 2020 (Appendix A)

Minutes from Council meeting on 23rd April 2020 were approved.

B. Matters arising not on the agenda.

There were no matters arising not on the agenda.

C. Actions outstanding.

(DW) referred to the [BSHAA action log](https://airtable.com/tblY2YMsUwBsGGFBZ/viwsolSefiTugbzx9?blocks=hide) Airtable <https://airtable.com/tblY2YMsUwBsGGFBZ/viwsolSefiTugbzx9?blocks=hide> and the actions outstanding, advising he has added some columns and that a status must be selected for each action. He confirmed the action list would be reviewed and updated at the Council meeting on Friday 3rd July 2020.

20-07-4

Perspectives

A. Presidents Report

(AC) gave a verbal report on the Presidential activities, including working on the joint guidance document regarding the change in alert levels regarding COVID-19. He advised the guidance would now be review every two months. He confirmed he had been working on the Diversity Statement with (JOW)/(EA) and the website with (RD). He also advised he attended the joint Hearing Alliance meeting where he co-signed a letter to the government regarding increasing the pace on releasing COVID-19 guidance around audiology and keeping hearing issues in the public domain.

B. Chief Executive Report

(DW) gave a verbal report on the CEO activities, informing Council of his involvement in producing COVID-19 guidance in the busy period during March/April/May which had put him over his contract hours and to rectify this he had reduced his activities in recent weeks. He advised his main focus has been on reviewing the Society's financial position.

C. Marketing Report

Discussion deferred to 3rd July 2020 when (JS) will be present.

D. Vote on Diversity Statement

(AC) referred to the Diversity Statement recently distributed around Council by email and asked all Council members present to vote on the approval of the statement for sharing in the public domain. He thanked (JOW) and (EA) for the work they had done on the project.

20-07-DP1

Council voted to approve the Diversity Statement previously distributed to Council. The result to approve was unanimous by all Council members present.

(DW) wished to formally thank (JOW) and (EA) for the excellent work they have done on this project, commenting that we all need to enlighten ourselves more on this subject.

20-07-5

Governance

A. End of year report 2018/19 and AGM Appendix D

(DW) confirmed that the AGM will take place virtually on the 15th July 2020. He suggested using the Teams platform.

(DW) referred to the End of Year report, highlighting a problem which was discussed in the Finance Committee meeting on 25th June 2020 regarding complications in the previous and current accountants methods of cost allocation. He confirmed that the overall figure was correct and summary page of the accounts would be presented at the AGM. He advised the papers for the AGM will be distributed week commencing 6th July 2020.

(DW) asked Council to vote on the approval of the draft account 2018/19 and the distribution to members at least one week before the AGM. All approved.

20-07-DP2 Council approved the draft accounts 2019/20 and the distribution to members ahead of the AGM on 15th July 2020

B. Financial report for period 10

(DW) advised the financial report for period 10 will be covered during the end of year forecast (section C). He also advised that the Santander bank account balance is over the amount covered by the financial services compensation scheme and the Society is in process of setting up two new bank accounts to alleviate this problem. (AC) drew attention to there being a zero balance in the HSBC account (DW) agreed to check if this account is still open.

20-07-AP1 (DW) to check if the HSBC bank account is currently open with the possibility of transferring monies from the Santander account.

C. 2019/20 End of Year forecast

(DW) referred to appendix D1 (2019/20 end of year forecast) informing the forecast is improved from the original prediction, mainly due to the effects of COVID-19 and the reduction in face to face meeting. He advised of a predicted £40K profit including a contingency for any unexpended costs. (PSy) confirmed the detail of the report was discussed at the Finance Committee. (DW) advised the figures had been adjusted to reflect the issues raised at the Finance Committee.

D. 2020/21 Draft budget

(DW) referred to Appendix G, which detailed four scenarios for income in 20/21 which took into consideration the effect of COVID-19 and the proposed targeted reinvestment. He advised membership fees would be the main source of income during the next financial year, which is a risk but does not leave the Society dependent of revenue from other sources which are in decline.

Council recognised the finance effect COVID-19 could have on the Society's renewal period and the need to be mindful when committing to future projects whilst continuing to invest in member benefits.

Paula Cook (PC) joined the meeting at this point.

Council discussed the possibility of working in smaller teams with budgets allocated to each Committee to generate income/member benefits and engagement with members. (RD) reminded Council of the results of the recent survey of members that

indicated they would like regional meetings which could now be delivered virtually. All agreed the Society is in a better financial position to enable such projects to go ahead.

20-07-AP2 (PSy) and (DW) to discuss the proposition of working in smaller teams, with budgets allocated to each Committee to generate income/member benefits/engagement with members and report back to Council by email with proposed budgets and guidelines.

(EA) drew attention to the importance of Committees communicating informing of projects they are working on to prevent duplication in some areas and protecting resources.

E. Membership renewals

(RD) informed Council he is working on a letter to members (to be sent at the renewal period), informing of up and coming projects, including the CPD app advising he will distribute around Council for comment. (AC) advised of the proposal to adopt a bespoke approach to the larger company group members with regard to BSHAA membership renewal, whilst also engaging with the smaller companies on the group scheme regarding an instalment plan. It was agreed that the membership fee should remain the same as 2019 with the private members being dealt with on a case by case basis.

(DW) advised that although efficiencies have been made in the renewal process last year, it was recognised that administration cost will rise for this year's renewal period and the budget allocation has been increased to account for this.

F. Council elections

(DW) informed the preparations for Council election will start in August, advising of minor changes in the Article of Association which will also be circulated to members during the election process. He asked Council members to inform people in their networks of the election and encouraging them to stand for Council.

Post meeting note:- (DW) confirmed David Foley, Anna Pugh and Peter Sydserff are due to stand for re-election along with a further two vacancies, making a total number of five Council member places up for election.

20-07-6 Key issues for part 2 (3rd July 2020)

A. Resourcing and future priorities

(AC) advised Council the focus of the meeting on the 1st July 2020 will be to review the main objectives and priorities for the Society in 2020/21 whilst also looking ahead to a longer term four year plan, including working on projects and utilising the Teams platform.

He referred to (JJ) and (JS) leaving the Society noting the work and improvements both had brought to BSHAA during their contract period. He informed that due to the improvement, a direct replacement would not be made for either positions and Council will discuss the requirements of paid support to the Society on the 3rd July 2020, whilst taking into account the skills which can be utilised within Council.

B. Council meeting - remote working format

(DW) advised Council that the Loss of Business allowance as it currently stands is geared to align with the majority of work being completed in face to face meetings whereas we need to focus more on the majority of work being undertaken in project teams between meetings, more of which will continue to be on-line.

(DW) informed a pro-rata loss of business allowance rate of a quarter or half of a day was suggested at the Finance Committee meeting, which would be appropriate to the new virtual format of meetings and a proposal will be put to Council on the future format of loss of business allowance.

C. Project reporting

(AC) advised the project work by the Society will be enhanced by the introduction of the Teams format and more information will be circulated to Council in due course, suggesting there could be a Council webinar type meeting on the familiarisation of Teams. All agreed this would be useful.

Post meeting note:- new email address log in's to Teams have now been created by (RD) and circulated to Council members.

20-07-7

Review of the meeting

(AC) asked Council if the format of splitting the Council meeting into two parts was preferable to a full day meeting. All agreed it was a better format for virtual meetings and should be adopted for the future.

20-07-8

Date of next Council Meeting

Part two of this Council meeting will be held on Friday 3rd July 2020

There being no further business, the Chair declared the meeting closed.

Decision points made in meeting:-

20-07-DP1 Council voted to approve the Diversity Statement previously distributed to Council. The result to approve was unanimous by all Council members present.

20-07-DP2 Council approved the draft accounts 2019/20 and the distribution to members ahead of the AGM on 15th July 2020