

WATIF Board Meeting: Minutes 16 August 2023

		Action point
1)	<p>Welcome and apologies</p> <p>Present- Trustees: Shivali Fifield, John Tucker, Anne Gordon, Cass Delaney, Geraldine Hamilton, Myra Dick, Tabatha McCree-Cox. Charlie Campbell, Patricia Tucker</p> <p>Present- Staff: Pat Mavor, Chief Officer (CO)</p> <p>Apologies- Alistair Marshall.</p> <p>Shivali welcomed the trustees and asked if all trustees were happy for her to chair the meeting prior to the election of post holders, there were no objections.</p> <p>The chair explained that she would like to move the agenda order to discuss governance prior to the election of post holders.</p>	
2)	<p>Governance</p> <p>Paper 1 Trustees Code of Conduct and Declaration was discussed, and Shivali introduced the outstanding issue of credit and criminal check requirements detailed in clause 7 on the Declaration Form. SCVO have been approached for advice and this information will be circulated by email to the Board for further consideration.</p> <p>Paper 2 Trustees Conflict of Interest and declaration of Personal Interests was introduced, and Shivali explained the paper in further detail.</p> <p>It was suggested that at the next meeting there would be a further discussion and that the final approved copies would be circulated for all trustees to complete. It was pointed out by Anne that as part of being a bank signatory the banks carry out due diligence as well.</p>	<p>AP1 Circulate advice from SCVO on requirement for credit/criminal checks</p> <p>AP2 Circulate approved Trustee Code of Conduct and Declaration and Conflict of Interest and Declaration after Board approval</p>
3)	<p>Election of post holders</p> <p>At this point Shivali explained that she may have a potential conflict of interest relating to her employment, as well as overwhelming work and personal commitments. The chair left the room to enable the Board to discuss the situation further and after returning it was agreed that Shivali resigns from the Board, due to work and personal commitments. The Board thanked Shivali for her contribution to WATIF over the last 2 ½ years.</p> <p>John took over chairing the meeting during the above discussion and until the meeting closed. He invited trustees to consider if they would stand as an interim chair until the next meeting.</p> <ul style="list-style-type: none"> • Tabatha agreed that she would stand as chair as an interim measure until the next meeting • John agreed to re stand as vice-chair • Anne agreed to re stand as treasurer 	

4)	<p>AOCB</p> <p>It was agreed that Pat would purchase a thank you present for Shivali to thank her for her hard work and commitment</p>	<p>AP3 Thankyou present for Shivali</p>
5)	<p>Date of next meetings</p> <p>To be agreed -either 4th or 5th October at 7pm.</p>	