

Minutes of the Management Committee Meeting
on
Tuesday 2nd June 2020, commencing 14.00

Online Meeting

Members present:

Steve Russell (Chair)	NQA
Nonn Reynolds	BSI
Mike Tims	British Assessment Bureau
Mark Salt	AFNOR UK
Wayne Thomas	SIRA-CSA
James Gibb	Advanced Certification

In attendance:

Wayne Terry	ABC B, Chief Executive
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1.0 Apologies for Absence

There were no apologies.

2.0 Minutes of last meeting held on 27th February 2020 & the Extraordinary Meeting held on 27th March 2020

The minutes were agreed as a true record of the meetings.

3.0 Matters arising not covered elsewhere in the agenda

There were no other matters arising.

4.0 Chief Executive's Report

4.1 Management Accounts

WT had issued the year end management accounts in advance of the meeting. Members had no questions in regard to the reports.

WT raised his concerns about the variation in granular reporting between the Management Accounts the Annual Report and gave several examples.

This issue had been discussed with the account manager at Dyke Yaxley (accountants) and agreed to re-design accounting format and revised codes, which will then allow greater granularity and direct comparison with future Annual Reports.

This means that financial summary of next year's Annual Report will look different, but the bottom line numbers will still be comparable.

4.2 **Annual Report**

The annual Report was unanimously accepted.

Members of the Committee expressed their satisfaction on the improvement to the bottom line.

4.3 **Membership Update**

- 4.3.1 WT reported that the outstanding subscriptions for 2019/20 had been received totalling £5.7k.
- 4.3.2 All subscriptions for 2020/21 had now been issued with Gold members moving to quarterly payment (this year only), with three members opting to pay by Direct Debit.
- 4.3.3 Total subscriptions invoiced: £73.2k (vs. 2019/20 £55.5k actual – lost £3.3k in resignations).
- 4.3.4 Membership now stands at 19 which is a net increase of 4 on this time last year (including two resignations).

4.4 **Membership Development**

- 4.4.1 Membership discussions: Certsure, Alcumus, CFE Cert and DEQA.
- 4.4.2 All members of Competent Person Schemes will be approached following the work underway with ABCB involvement with the committees driving changes following the publication of the Hackitt Review.

4.5 **Marketing & Promotion**

- 4.5.1 WT gave an update on LinkedIn posts and positive feedback promoting both members and the association.
- 4.5.2 BMTA Newsletter for May carried articles by JG & WT.

4.6 **Business Development**

WT reported on the opportunities to promote membership and business opportunities for members.

- 4.6.1 **MHCLG- BRAC Accreditation Working Group:** Membership of this committee is critical to promoting membership to the aforementioned Competent Persons Schemes.
- 4.6.2 **Built Environment Competence Standards (BECS) Strategy Group:** Again, membership of this committee is critical to promoting membership to the aforementioned Competent Persons Schemes.
- 4.6.3 **RSSB (Rail Safety and Standards Board):** WT advising on routes to accredited certification.
- 4.6.4 **Association of Residential Managing Agents:** Partnership opportunity for members to develop an accredited certification scheme.

5.0 EFAC

WT gave an update on the latest situations with EFAC, including;

- 5.1 As previously reported, given the uncertainty around BREXIT, EFAC is still in the process of transferring its business registration from UK to Germany but this has not gone as predicted and is still being worked on.
- 5.2 WT received evidence that the EFAC bank account in Sofia, Bulgaria had been closed. This is still of great concern, not only to ABCB, but other members of EFAC. At this time, we are still trying to ascertain why this happened.
- 5.3 ABCB membership subscription for 2020 paid.
- 5.4 WT has invoiced EFAC for the 2019 Annual report.

6.0 Any Other Business

6.1 AGM and Election of the Management Committee

WT presented the attendance history of members from January 2019, which showed an attendance of just 33% by Wayne Thomas. After consideration Wayne Thomas stated he was still committed to remaining as director and indicated that he should be able to attend more frequently with most meetings moving online.

All other members of the committee confirmed their intention to stand again for 2020/21 at the AGM.

6.2 Business Continuity and Contingency Planning

WT reported that currently there was no contingency in place should anything untoward happen that would affect his ability to lead the association.

Members of committee stated that this was critical to the association and after discussion agreed:

6.2.1 Upgrade the existing Office 365 Personal set up to Business subscription, this should allow access to ABCB files by nominated members of this committee (to be determined).

6.2.2 WT to develop a business continuity plan.

MT kindly offered the services of BAB to assist in both processes.

6.3 Government Bounce Back Loan Scheme

Members of the committee discussed the option of applying for the Bounce Back Loan that is available to support business through the COVID-19 crises.

Although the short term cashflow situation was considered satisfactory, WT indicated should members be unable to pay their subscriptions due to their own decreased revenues, this would have an affect on ABCB's medium term cashflow.

The amount you can receive from the loan is up to a maximum of 25% of your turnover, which would equate to a loan of £16.3k.

After considering the evidence and the terms of the loan members unanimously agreed that ABCB should apply for the loan.

ACTION: Make a application for the Bounce Back Business Loan.

WT

6.4 SR stated that given the increase activity of online meetings WT needed to subscribe to an online meeting provider. Members agreed that Microsoft Teams would be the preferred option.

7.0 Date of next meeting

The next meeting will be held online at 14.00 on 6th August 2020.