

## Notes of Transition Network Trustees Meeting 23 Feb 2022

Present: Anna, Becky, Darren, Hilary, Kevin, Keyne, Peter

Apologies:

In attendance: Amber, Nicola

### **Roles:**

Chair: Peter (first half), Hilary (second half)

Time: Becky

Record: Amber

Heart: ALL

Assumed knowledge/jargon-watch: ALL

### **Action points collected from this meeting: NONE**

Who (role/s)	Action	Done	Outcome/Notes

### **Any potential conflicts of interest for this meeting**

No.

### **Actions from 16 Nov 2021 meeting:**

Who (role/s)	Action	Done	Outcome/Notes
Amber/TCL Hilary/Co-Chair	Circulate Schedule of Matters for input re who/when/why and checking off for 2021.		Amber & Hilary met and have reviewed the document making suggestions and with some questions for the trustees
HR group	HR group to review consultation feedback and make decision on pay award, to be ratified by trustees over email.	Done	
Amber	Increase severity on risk register for loss of staff	Done	
Amber (prev Julia)	Speaker request role to channel opportunities to trustees where appropriate & help create speakers toolkit (eg. 5 point presentation)	Not Done	This doesn't feel realistic right now. Nicola/Hilary
Hilary	Doodle for trustees sociocratic review	Done	

### **Acceptance of Notes from 16 Nov 2021 Meeting**

Notes accepted - Yes.

## **Approval of Primary Circle decision**

Proposal: **to extend the mandate of the current Heart Circle Lead Link for 6 months to July 2022**

**Approved by all Trustees.**

## **Heart Circle Lead Link update**

See [HC LL Update Feb 2022](#).

Keyne has offered to join the recruitment meeting on 1st March.

If Filipa is no longer in the Hubs Coord role, she will be freed up for other roles within the system e.g. the Hubs Link role being an obvious choice (after Sarah departs TN).

## **Treasurer's Report** [Darren]

See [Treasurer's Report Feb 2022](#)

Bank mandate proposal re bank signatories (form currently in progress by Amber):

Nigel removed (done)

Julie Watt added (done)

Sarah removed (to be done)

Deborah added (to be done)

To be double-checked for any objections from staff team also, after this meeting

**Trustees approved**

## **Fundraising Update Report** [Nicola]

See [Fundraising Update Feb 2022](#).

Hilary: Shared Gov - running online webinars, happy to be involved

Gift raising via Transition Together could be maximised (via EventBrite at point of ticket purchase)

Darren: Very FC grant dependent, TN's strategy challenge is to look at other potentially bigger sources of funding. Three years will go very quickly.

Becky: Echo what Hilary and Darren have said. Tension around 3 people's roles being replaced by 1 x 4 day p/week person. If we are seeking skills and expertise for gift economy and communications around that, this might be something we want to include in the job description for the comms role, because it relates to the website, social media messaging, etc.

Nicola: Agree. We did recruit a Fundraiser! Capacity wise we need one more member of staff to ease things but we are losing more people than we can recruit/resource.

We're not looking for one person taking on multiple roles, more a shifting of priorities.

Budgets always change and priorities will be shifting, we can recruit to TN's other needs as and when possible.

Hilary: Twitter: following where the latest edges are re funding (e.g. networks funding networks). Different types of funding - am keeping an eye/ear out for this.

Peter: Something that as trustees we can feedback on from related trustees meetings and horizon scanning.

## Schedule of Matters Reserved for Trustees [Hilary]

See link [here](#)

### Risk Register Overview

See [Risk Register Feb 2022 Assessment](#).

Key reflections:

- At recruitment meeting 1st March - identify which roles/posture etc. are not going to be covered by a four day a week role.
- Nicola - TN has to do less. Sarah making a proposal for a very slimmed down version of the Nurturing Collaborations role. Recruitment will be what we are going to prioritise for now (this could change, funding dependent).
- Darren - could summer strategy gathering be a good place for Primary Circle to visit/revisit current org needs?
- Peter - Co-Chair role - whether we keep this, change this
- Operational risks/reduced capacity - line 13/14. Nicola: this is the headline for now, we will definitely be losing key skills/experience and will only be contracting/replacing some of these skills and experience
- Line 16, 17, 18 HR & Employment problems, H&S, Policies: Hilary - external HR advice? Darren - have experience of this. Will need some cultural 'on-boarding' for those not familiar with TN's culture/governance. Keyne - value in maintaining this internally (culture clash is likely re advice from EAP - Employee Assistance Programmes). Pastoral Care role (Peter / Keyne). Becky: holding Q re 4 day role re comms. Is that worth it if we are forsaking crucial HR/Wellbeing? Anna: prioritising overall, finding where we find support / capacity within team? Keyne: triage of assistance and actions to be focussed on both longer term basis and more general team well being vs acute crisis, mental health first aiding programmes for upskilling ourselves? Designated mental health first aiders in my work place.
- Line 21 - insufficient unrestricted reserves. Reminder than Darren created a discussion paper ref reserves back in Nov 2021.
- Line 23 - inflation. Peter - is there something more proactive we could/should be doing in terms of this? E.g. speaking to other orgs. Darren - on back of work we do at summer strategy gathering, think a bit more longer term as funding will hopefully be in place by then so we can think ahead for next 3 years. Financial gap, resources, key areas of focus. Increasing priority of how we resource funding. 3 year plan on the back of summer strategy gathering. Look at increasing fundraising capacity off the back of that. And speak to other orgs about what they are doing.
- Nicola - line 28 - suspended membership of Ecolise. Ecolise General Assembly taking place in April. Health of Ecolise is improving off the back off difficulties. There may be conversations around this ahead of April.
- Darren: cumulatively it feels like risks have increased overall. Becky - agree, so many of the risks are intersecting e.g. Bexit is connected to Funding, inability to apply to EU funding grants. Re managing relationship with Ecolise, in terms of TN's external reputation and the role Sarah plays around relationship building/nurturing, how will Sarah leaving have an impact?

**Given the challenges and risks (and opportunities) we are facing - what is our Trustee role individually and collectively? Is something different needed? What is possible?**

**Peter:** Q around how much current trustee structure invites engagement/contribution in a proactive way. Perspective of coming in pre-shared governance. Structure of trustee meetings, trustee role can still be quite passive. Many have interest and capacity to get involved but it's not that simple. Takes capacity to make this happen. Takes staff time to get a trustee up to speed. Feels like there is naturally a barrier to this happening.

**Anna:** If I was staff, what would be genuinely supportive and not disruptive? I have staff members' backs, maybe asking friendly questions. Holding space. Cheering on. What could I do that a staff member can't do? Maybe looking outwards e.g. filtering relationships/opportunities/horizon scanning - we are NOT in the daily operations so maybe we can fill this gap.

**Becky:** Agree with Anna. Capacity for horizon scanning, being able to look beyond the day to day, particularly re funding. Response to Peter re Trustees in a passive role. From my personal perspective, I've been in a sounding board role with Yaz as they work out their leaving plan. Asking Yaz - how can I be the most helpful to you? Friendly criticism, reflecting things back can be a useful role to hold for staff.

**Keyne:** Feel like I don't fully understand needs. Wondering if there is a process around how this could be easier? Advantage to being able to prioritise an area of focus e.g Fundraising, drop in shared sessions re mental health/wellbeing session. A Trustees Area of Focus for summer? Would this enable an articulation of need/a framework. I myself have long term mental health issues which can impact on my own availability AND I can also offer perspective/experience/skills in this area.

**Darren:** Gut instinct can be to muck in and help staff but I would caution around this due to fluctuating capacity of Trustee availability. Maybe some kind of external solution might be better for mental health issues. Can be difficult to speak to immediate work colleagues /trustees. I'm in the income generation/Finance groups, also a TN rep in the Hubs groups.

**Kevin:** Agree with Darren. Needs to be a distinction btw staff/trustees, only have what we have funding for, caution re stepping in to do things internally, can exacerbate the problem sometimes. Agree with Becky re role of trustee as a sounding board/horizon scanning. Scale of 1-5 is useful for prioritising.

**Hilary:** Really heard the Trustee Area of Focus - interested in this. Speaking requests: I would be happy to think about how we process these requests, thinking about the wider movement (beyond Rob). As a temporary measure, is there a trustee who is already holding a collaborative role?

**Becky:** Speaker gap, whether as trustees we could offer our insights in this capacity. Relationship management with other partner organisations and what we will be losing when Sarah leaves - this feels connected.

**Keyne:** Need to discuss (perhaps in Primary Circle), metaphor (systems/AI) human robot teaming - identifying which aspects of a role a person is holding could be made easier? I wonder if there is a similar partner organisation with whom we might provide light touch mutual wellbeing support? That would make it both external and also friendly. I find Slack really good for being able to respond quickly, if there's perhaps a way to make use of that to be able to canvass input from available trustees on short notice?

**Hilary:** Trustee sociocratic review next week where we could pick up on some of this

**Anna:** Ecolise - we are very passively involved. Happy to have a conversation about this issue. Helpful for clarity to know if I could speak on behalf of Transition Network (not in a formal way) in my role as trustee so could be part of this conversation.

**Nicola:** I already think trustees do a lot. Strategy and fundraising - trustees making really useful interventions that help inform our direction as well as horizon scanning. Keep asking the difficult questions! Fundraising, HR etc. are important, good for you to keep flagging this. Sometimes it doesn't also need to take a lot of time. Keynes's Q about what are the goals of the comms function was one question which created a whole session. Sometimes the intervention can be precise, direct, short but can unblock things. Perhaps we could ask staff? At the next Staff Wellbeing meeting (March) we can bring this question and get feedback from the wider team.

### **Review of meeting and check out**