

**Meeting notes of a Council Meeting of the Institute of Historic Building Conservation held virtually via GoToWebinar**

**on Wednesday 19 October, starting at 2.00pm**

**Chairs: Lone Le Vay, IHBC Vice Chair and Mike Brown, IHBC President**

**Present**

John Andrews

Grant Audley-Miller

Ashley Bochman

Ian Bond

Mike Brown

Des Cairns

Douglas Campbell

Dave Chetwyn

Joyce Christie

Elizabeth Da Silva

Stan Driver

Sarah Dyer

Crispin Edwards

Steve Harding

Joanne Harrison

Anna Hart

Paul Hartley

Andrew Hayes

James Hetherington

Kathryn Hilsden

Jillian Kerry

Bob Kindred

Lone Le Vay

Ellen Leslie

Abigail Lloyd

Simon Malam

Andre Mangion

Georgina McLaren

Sarah McNamee

Kim Miller

Andrew Minting

Neil Moore

Eimear Murphy

Fiona Newton

Sean O'Reilly

Lydia Porter

Catriona Reynolds

Stuart Robinson

Paul Roddy

Sheila Stones

Adam Swan

James Thomas

Rebecca Thompson

Alice Ullathorne

Claire Vidler

Emilie Wales

Jude Wheeler

Laura Wigg-Bailey

Gemma Wild

Ben Williscroft

James Woolgrove

**Apologies for absence**

David Baker

Gill Chitty

Alison Henry

Graham Lee

Paul Selway

Alison Tanner

**Introductions & Minutes of Council meeting on 24 February 2022**

Lone Le Vay (Vice Chair) opened the meeting. The minutes of the last council meeting held on 24 February had been circulated any objections were invited via the online chat. No objections were received so the minutes were adopted as a record of the discussions.

**Election of IHBC President**

A nomination for the role of President had been received from Mike Brown and had been circulated via NewsBlog ([IHBC’s virtual Council to elect Institute’s President – Supporters to Full Members welcome 19 October: Details and statement | IHBC NewsBlogs](https://newsblogsnew.ihbc.org.uk/?p=34575)) and with the papers for this meeting. Attendees were asked to vote, 97% voted yes, 3% abstained and there were no votes against. Therefore Mike Brown was successfully appointed President for a two year term. The President is also Chair of Council.

**Council Business**

MB thanked LLV for chairing the opening part of the meeting and took over the chair. He thanked the meeting for voting him in as President and noted that the role of Vice President was still open, if anyone would like to know more he can be contacted by email at president@ihbc.org.uk

The role of Education, Training and Application Support Officer has been filled with the appointment of Angharad (Anna) Hart. Anna has been involved in the IHBC for a number of years as part of the East Anglia branch. This role is part time and a recent NewsBlog outlined what the role will cover ([IHBC welcomes new Education, Training and Application Support Officer Angharad (Anna) Hart – just email training@ihbc.org.uk | IHBC NewsBlogs](https://newsblogsnew.ihbc.org.uk/?p=34612)).

To mark the IHBC’s 25th anniversary there are a number of projects and events planned ([#IHBC25](https://ihbc.org.uk/ihbcat25/)). The three major projects are to update the Conservation Professional Practice Principles that was launched in 2017, conclude the review and update the IHBC competencies and review the member application forms to reduce and make more assessable for applicants. Alone side these things will be a special edition of Context, online interviews with a range of volunteers, archiving of papers and project funding linked to activities and initiatives related to the anniversary.

**Practice Focused CPD – Training for a role as a Trustee**

Catriona Reynolds, Head of Governance & Engagement, Arts & Business Scotland led the session aimed at those already acting as trustees as well as future trustees and anyone who has an involvement with a charity or voluntary organisation.

Attendees were split into break out rooms to discuss various topics via a series of exercises and a quiz including what is a charity, trustees’ duties and responsibilities, clarifying roles and responsibilities of trustees and staff and making the most of board and sub committee meetings. Attendees were provided with the exercises prior to the meeting and presentation slides afterwards.

**Comments and observations**

What is a charity

* Primarily not for profit
* For public benefit/good
* Registered with Charity Commission (OSCR, CC for NI)

One group also discussed the regulatory nature of the Charity Commission and if they do/should monitor the work of charities.

Trustee duties and responsibilities

The quiz drew out some interesting answers as well as some obvious ones, everything comes back to collective responsibility and the Memorandum and Articles of Association as the constitution. The roles of a company director and charity trustee are virtually the same, the slight difference is that a company director who is a professional lawyer or accountant is held to a higher responsibility than non qualified colleagues. Environmental, social and governance (ESG) reporting is new big thing and maybe IHBC should look at this more closely.

Making the most of meetings

Some obvious things like there needs to be a clear purpose for a meeting, trustees should read all the papers sent to them, use their skills and attend meetings. The chair’s role includes managing conflicts, ensuring clear decisions making sure trustees don’t feel that items for decision are a ‘fait accompli’ as well as chairing the meeting. The vice chair role is to support the chair and act as substitute when necessary. There is a charity governance code ([Home — Charity Governance Code](https://www.charitygovernancecode.org/en)) which while not a legal or regulatory requirement is a helpful and useful tool for good practice.

**Close and date of next meeting**

MB thanked Catriona Reynolds for the training session and everyone for their attendance and input. He hoped that this would encourage people to volunteer with the IHBC via branches or joining Council as new trustees and vice presidents are needed.

The date of the next meeting is scheduled for 23 February 2023, it is hoped this could be a hybrid meeting possibly based in Birmingham for those attending in person.

The meeting closed at 4.25pm