Minutes BIC Europe Board meeting 3 September 2018 Noordwijk

Agenda:

Present: Saskia, Pol, Kris, Petra, Nezir Kate. Apologies Marcus

Agenda

11:00 - 11:05: Introductions and approval of the agenda; check in on March 2018 Board meeting notes (already approved)

11:05 - 11:30: Board business: Updating BIC Europe statutes to extend Board membership, board term and board quorum; nomination of possible southern Board members to invite; discussion of term for Board members; management of co-Directors/performance review;

11:30 - 12:00: Year in Review;

12:00 - 12:45: Update on finances, work-plan 2019 and fundraising;

12:45 - 13:45: Lunch

13:45 – 14:45: Discussion on BIC Europe brand and strategy, including update on BIC US relations;

14:45 – 15:30: Approving new BIC Europe policies (Expense Policy, Home Office Costs Policy, Gender Policy, Procurement Policy, etc.);

15:30 - 16:15: Auditors 2017 report and audit for 2018;

16.15-16:45: AOB

16:45: ENDS

1. Review of Minutes March 2018:

Outstanding actions:

- Board to propose new Board members
- Pol to provide new salary scale doc following decision at meeting
- Abandoned idea of death in salary benefit - not included in employee handbook
- Saskia to send Fern’s risk policy - for next Board meeting
- Business Insurance - Nezir will bring proposal to Board before end of year

2. Statutes changes

- Need to change statutes to have more Board members.
- Proposal for statutes change
- Kate to re-edit in English, Kris to check; whole thing to be re-checked by a lawyer following the agreed changes made: Nezir to contact lawyer to re-file

3. Appointing Pol and Kris

- Nezir to add Kris and Pol to chamber of commerce

4. Board terms; quorum and new members
5. Year in review

Comments from Board: impressive; worry about full agenda; appreciate hard work of staff - need to stay within limits, doing too much.
In future we will change the report not to be chronological but around programmes.

6. 2019 Work-plan and budget

Nezir presents workplan:

- Organisational: strategy, Theory of change etc will come out of the BIC Europe retreat in May 2018; to be ready for next Board meeting; also five year funding plan; harmonising IT systems
- Re budget: need it to be presented about scenarios which include the carry-over.
- Re accounting and financial management: Kate to reach out to accountants for additional support
- Organisational work plan to be sent to board by March meetings
- Updated budget to be signed off by December 2019

7. Management structure and performance reviews (new agenda item)

The Board asked for clarification regarding the Co-Directors, and who will do the reviews. The Co-Directors line manage each other; other staff are line managed by one of the Co-Directors, but should also feel able to reach out to Board members.

Action: The Co-Directors will propose a methodology for performance reviews, and review job descriptions. Kris agreed to conduct the performance reviews for both Kate and Nezir by the end of December.

Action: Staff will include the decision making structure in the strategy for March

8. Discussion on BIC Europe brand and strategy

Saskia will consult the Board members that were not present in the Board meeting for feedback. Staff to present proposal to Board in October, Board to hold a call in November to discuss.

9. Auditors 2017 report and audit for 2018

The auditor presented the audited accounts for Stichting BIC Europe, and a discussion document on the financial statement providing recommendations ways forward. The review opinion is 'unqualified'.

Next year’s audit will be more comprehensive, including external confirmation of information. Accounting principles RJ 640 should be applied in the future.

The auditor recommended formalising some procedures.
The Board members confirmed to the auditor that applicable representations had not occurred.

Saskia signed the Annual Report on behalf of the Board.

10. Approving new BIC Europe policies (Expense Policy, Home Office Costs Policy, Gender Policy, Procurement Policy, etc.)

**Expenses policy**
- Changes requested; Petra to make then go to Board for sign-off.

**Home office expenses policy**
- Changes requested; Nezir to make then go to Board for approval

**Reserves policy**
- Need to develop a fuller policy to come before Board in March 2019

**Procurement policy**
- Petra to adjust and present to Board for approval

**Gender**
Approved

**Communications**
- Nezir to make requested changes

Saskia closed the meeting at 17:25

[Signatures]

POL VANDEVORST
Treasurer