Board Meeting 18 June 2020

Present (virtually on gotomeeting):

Board: Kris Genovese (Chair), Pol Vandervoort (Treasurer), Chad Dobson, Joe Athialy and Susanne Breitkopf Staff: Nezir Sinani, Kate Geary, Wunna Htun and Petra Kjell (from 1.5 hours)

1. Confirmation of Agenda

2. Action points: last Board meeting follow up

Remainder action points:

ACTION: Recourse to share seven campaign strategies with Board members to comment on

ACTION: Any comments on funding threshold language to be sent to Kate to update the fundraising strategy doc in the next week.

Action item carried over from last time: Nezir to check Board insurance

ACTION: Kate to share travel ToR with Board

3. Budget update:

Accounting system is transformed into budget formats we can update in real time. This half year Budget prepared by Daniel, the accountant. The file identifies active grants and potential future funding.

Headlines are as follows:

We are at 36% of approved budget expenditure by end of May. Fully spent up on salaries (42%) to date as expected. Travel not fully spent because of impact of Covid. We are in touch with all our funders on this and they are sympathetic.
Also we worked hard to secure additional grants and the result is that we are now secure with regard to salaries this year.

4. Fundraising discussion
See Annex 3 for details

Discussion of existing funders, likelihood of renewals and additional fundraising opportunities.

ACTION: we will keep the fundraising strategy as a living document to keep it up to date, and use to prepare budget for 2021 to be approved by Board in Dec.

5. Approval of new policies:

GDPR policy: Approved

Safeguarding and code of conduct policies: Approved.
Action: Code of Conduct policy needs to be signed by the Board.

Wellbeing policy: Approved

Reserves Policy: Board requested a revision to the policy to define a threshold required to secure as part of reserves. We will take the policy back and understand what the limit requested by the Dutch government is, regarding liability for severance/redundancy pay.

Chad proposed, Kris seconded.

ACTION: We need a woman and a man to be safeguarding leads within the Board.

Agreement: Pol and Susanne appointed as safeguarding leads.

6. Board membership update

Susanne’s term is up at the end of the year. Susanne is happy to renew – all agree to her re-election at next Board meeting in Dec.

ACTION: Come up with a proposal on new board membership for our Dec meeting, based on our Board matrix document, that everyone can contribute to.
ACTION: Action point is for next board meeting to vote on Susanne's re-election for another 5 years.

7. Action points: salary scale discussion

Pol did research to look into the salary scale system - was the system properly implemented and what are the weaknesses? Longer document explains all the background research. Second task was to look at what could be put in place for the future. In February staff put together a proposed revision to the salary scale and shared with Pol.

Kris: thanks to Pol for huge amount of time spent on this review. And to staff for time given to respond to questions.

Presentation of an updated salary scale proposal from staff

Decision points that Board needs to discuss in executive session:
- Health insurance – Adjustments for past errors - Application of COLA or not from now on - Freezing of 2019 salaries - Signature of salary adjustments by Chair

ACTION: The Board met in executive session without staff to discuss the salary scale issue and came back to staff with a proposal.

The Board proposal (26 June) and final decision (5 August) are included in the full Board meeting minutes, redacted here for sensitivity.

The Board has discussed the issues involved in the salary scale and has agreed:
- To adopt the "Proposed salary scale for Recourse" as proposed by staff with specific changes and understandings as outlined in Board communications on 26 June and 5 August.

These changes came into effect in August 2020, and salaries and pension payments were adjusted accordingly to reflect the Board decision.

Date: 28 Aug 2020

Signed by:
Date: 28 Aug 2020

Signed by:

Kris Genovese
Chairwoman

Pél Vandervoort
Treasurer