

## **Board of Directors of the Trustee Company**

### **Summary of Meeting held on 14 September 2023**

*The Board met on 14 September between 7.15pm and 9pm. The following Directors were in attendance: Professor Ian Gadd (Chair), Mr Michael Davis (Vice-Chair), Mr Stephen Bird, Mary Burton, Mr Chris Garcia, Mr David Hall, Dr Simon Hayhoe, Mr Rob Randall, Dr Joe Willson*

*The following is a summary of the Board's discussions, actions, and decisions; it is not necessarily presented in the precise order in which items were discussed and excludes confidential and commercially sensitive matters.*

#### **Tributes and obituaries**

The Board noted the death of Paul Stephens.

#### **Soapbox**

Dr Simon Hayhoe gave an informative and thought-provoking presentation about accessibility.

#### **Departing Directors**

The Chair noted that Michael Davis and Joe Houlihan would be retiring as elected Directors at the AGM, and that Dr Simon Hayhoe would also be stepping down as he had taken up a new role elsewhere. All three were formally thanked, and Michael Davis was granted Honorary Membership in recognition of his service to BRLSI and the Board.

#### **Appointed Directors**

Bath Preservation Trust will appoint Julian Gooding to the Board following the AGM.

#### **Elected Director policy**

The current policy was discussed, with particular focus on how to handle situations when Directors left before the end of their term. It was agreed to continue with the practice of electing Directors to serve out the remaining term and Dr Joe Willson volunteered to serve a one-year term. The Board agreed that this was something to review again in future years.

#### **Collections**

The Collections report was received and discussed. The report noted that BRLSI was likely to have to seek reaccreditation from the Arts Council in the coming 12 months, and the Board affirmed that its governance structure should meet the accreditation requirements. The Board approved the purchase of an interactive display and additional funds to support design-work for the Bicentenary exhibition. There was also discussion regarding the planned return of paintings from the Victoria Art Gallery.

### **Volunteers**

The Board agreed that it should establish a working party to consider how best to recognise the work of longstanding volunteers.

### **Royal Visit**

The Chair confirmed that a formal letter of thanks had been sent to the Duke of Edinburgh following his visit to BRLSI in July.

### **Bicentenary**

Director David Hall updated the Board about bicentenary planning.

### **Governance and Operations**

The Board considered possible changes to BRLSI's operational structure to help to strengthen decision-making, improve efficiencies, and clarify accountability. It was agreed that cultural activities should be central to any revised structure.

### **Management Committee**

Dr Joe Willson agreed that he would serve as co-chair of the Management Committee.

### **Operations Manager**

The Board agreed that a permanent new role be created from February 2024 onwards. An advertisement for the role would be prepared.

### **Charity Governance Code**

The Board agreed that a working party be established to evaluate the Institution's policies and practices against the Charity Governance Code.

### **Premises**

The external renovation work was proceeding smoothly. The Modern Library collection had been transferred from the mezzanine floor to a bookcase in the Duncan Room.

### **Staff Subcommittee**

Julie Cole was approved as the new Chair of the Staff Subcommittee.

### **Policies**

The Board confirmed the continuation of current policies and agreed a schedule for reviewing and revising policies. The Health and Safety policy was approved. The membership policy was revised to enable associate membership to be automatically granted to all staff members.

### **Bath Business Improvement District**

The Board agreed that the Institution should rejoin Bath BID.

**Management Committees and Finance Subcommittee minutes**

The minutes of recent meetings of the Management Committee and Finance Subcommittee were received.

*The Annual General Meeting is scheduled for 25 October*

*The Board's next scheduled meeting is 16 November.*