

Minutes of the meeting of the Board of Trustees of The Inland Waterways Association held on 12th September 2009 at Rowington Village Hall, Rowington, Warwickshire.

Present:

John Baylis	Peter Kelly	Paul Roper
Doug Beard	Mike Palmer	Roger Squires
Les Etheridge	Alan Platt	Paul Strudwick
Tony Harrison	John Pomfret	Vaughan Welch
Clive Henderson	John Reeve	Ian West

In Attendance: Neil Edwards, Jo Gilbertson and Jerry Sanders

Apologies for absence were received from Ray Carter, John Fletcher, and Helen Elliott-Adams.

9300

MINUTES

Trustees approved the minutes of the Board's meeting held on 11th July, including the edited version for publication.

9301

DEPUTY NATIONAL CHAIRMEN

Three nominations had been received, that Les Etheridge, John Pomfret and Vaughan Welch be elected as deputy national chairmen with effect from the November meeting of trustees, subject to ratification at that meeting. There were no other nominations, and trustees approved the three appointments.

9302

JUNE 2010 MEETING

On a proposal from the national chairman, trustees agreed that the date of the June 2010 meeting of trustees should be changed from 5th June (as agreed at the previous meeting) to 12th June.

9303

UPDATED ROLES FOR NATIONAL COMMITTEES

Following discussion at the July 2009 meeting, updated and combined Specification and Role papers had been circulated for:

- The Board of Trustees
- National committee chairmen
- Finance Committee
- Remuneration Committee
- Navigation Committee
- Restoration Committee
- Promotions & Communications Committee
- IWA Festivals Committee
- WRG Board/Committee
- Inland Waterways Freight Group

Trustees approved these role papers and asked that they be added to the Association's web site.

9304

BRITISH WATERWAYS PRESENTATION

Prior to the meeting of trustees, Robin Evans (British Waterways chief executive) and Simon Salem (British Waterways marketing and communications director) had given a presentation on BW's 2020 Vision followed by a 'question and answer' session, which in total had lasted just under one hour. Trustees felt that the British Waterways presentation had been helpful and that questions appeared to have been answered openly and frankly. It was felt that BW laid a high priority on retaining its commercial property portfolio, and this had seemed to be one of the driving factors in the current proposals. Trustees felt that BW could and should be putting many of its proposals into action as soon as possible, and there was no need to await a formal change of status of the organisation. BW had invited written responses to the consultation document, and it was agreed that a draft should be prepared for the November meeting of trustees. One of the topics to be considered was how much BW's proposals moved towards IWA's long term vision of a Waterways Conservancy, how much IWA still retained this vision, and whether there was scope to ask to seek greater alignment of BW's proposals towards this vision.

9305

DATA PROTECTION WITHIN IWA

Neil Edwards had prepared a paper outlining the requirements of current data protection legislation and suggesting best practice within IWA. After a short discussion, during which trustees felt it would be helpful if a concise definition of 'personal data' could be found *[see footnote below], trustees noted the requirements of data protection legislation, and in particular the need for IWA to:

- I. Tell people when we are collecting data about them, unless it is obvious, and to let them know what we will use the data for, and seek their approval;
- II. Make sure we don't use the data for any purpose that it was not collected for and for which those concerned would not reasonably expect it to be used for;
- III. Limit data collection to information that there is good reason for us to need to know;
- IV. Ensure that data we keep us up-to-date until the point it is no longer retained; and
- V. Destroy data when we no longer need to retain it.

Trustees then endorsed the following general rules of data handling within IWA, and that each part of the Association be asked to (a) ensure its awareness of data protection rules, and (b) consider how it looks after and eventually destroys any personal data that it uses:

- A. Branch and region officers should not attempt to separately maintain their own membership records, and should properly dispose of copy information received from Head Office within a reasonable period (say 1 year) of receipt;
- B. IWA Head Office should dispose of data concerning memberships and financial transactions (e.g. sales, income records for Essex Waterways) within a reasonable period (say 1 year) after the relevant statutory retention periods;
- C. Personal data collected for festivals and events should be passed to Head Office as part of the financial records after the event has occurred, which will be duly destroyed at the end of the relevant statutory retention period;
- D. Personal data for work parties should be retained at, or passed to, Head Office and disposed of once the limitations for potential insurance claims have passed, or retained for fixed periods agreed by the data subjects, and periodically checked for accuracy.
- E. Surveys and research results can be retained indefinitely as consolidated documents that do not identify any individual, but individual survey responses, if not anonymous, should be destroyed within a reasonable period (say 1 year) of collection and collation.

- F. Individual officers should not retain copies of personal data unless it is in active use and within the limitations set out above.

Trustees asked that a note of required practice be circulated to all parts of the Association.

9306

IWA PURPOSES IN HOLDING NATIONAL FESTIVALS

Ian West had prepared a paper, which had been circulated by e-mail prior to the meeting, following discussion by the Festivals Working Group, set up following discussion at the May 2009 meeting of trustees. Ian introduced the paper, and reminded trustees of the need to set clear objectives and purposes that the Festivals team could work to. There followed a discussion during the course of which trustees raised aspects of:

- The extent to which IWA Festivals were charitable or trading activities;
- The need and desire for profitability or otherwise;
- A suggestion for multiple events over the May Day 2010 weekend to support the current campaign against Government cuts in grant-in-aid funding of navigation authorities;
- The question of whether IWA Festivals should remain a part of Inland Waterways Enterprises Ltd;
- The necessity or otherwise for a KPIs for the national festival;
- The inability of Inland Waterways Enterprises Ltd to sustain losses.
- Impact on IWA's finances if the national festival is not to be regarded as a fund-raising event.

Trustees agreed that the Festivals Working Group should continue working:

- (i) To fully identify the reasons for running the national festival.
- (ii) To encourage the national festival in particular as a joint effort between IWA Festivals and operating areas of IWA, and to determine the implications of this for the future.
- (iii) To investigate whether IWA festivals should join with British Waterways in respect of its event at Crick, to remove a competitor and optimise footfall and commercial opportunities, or consider locating to one location which could be developed and marketed as a regular event.
- (iv) To ascertain if the Association would be prepared to invest further in the costs of promotion, campaigning and education, and to estimate the costs involved.
- (v) To consider whether that the current Key Performance Indicator for the national festival, requiring a minimum profit of £20,000 remains valid.
- (vi) To confirm whether the Campaign and Trail Boat festivals should continue in their present format, but more strongly marketed as IWA events. IWA would need to provide more support input and resource to achieve this.
- (vii) To consider the merits of linking other rallies, to maximise both publicity and the impact of local and national campaigning and to support these with the necessary resources to make them effective platforms for promoting the aims of the Association.

Clive Henderson asked, and trustees agreed, that IWA Festivals should review how well or otherwise the national festival at Redhill had succeeded in achieving the specific aims that had been set for that event, and to bring forward objectives for consideration for the 2010 event at Beale Park.

Les Etheridge reported on behalf of the board of Inland Waterways Enterprises Ltd, and trustees noted, that the company could not permit any significant commitments of expenditure for the national festival at Beale Park in 2010 until a full budget had been approved.

9307

[A Restoration Project]

Clive Henderson had prepared a paper, circulated by e-mail prior to the meeting, and briefed trustees on the present position following a suggestion for a potential property purchase on [a canal]. The paper had also been copied to members of Finance Committee. Trustees noted the contents of the paper and agreed that no further consideration should be given to a property purchase, but that approaches be made to [a] Trust and British Waterways to emphasis the importance of the site in question and to encourage a mutually acceptable way for the future restoration opportunities at this site to be protected and, if possible, secured. Trustees also asked that Restoration Committee be asked to explore alternate options for a suitable Tom Rolt Centenary Appeal to be launched during early 2010.

9308

PROCEDURES ADOPTED AT TRUSTEE MEETINGS

Neil Edwards had prepared a paper, circulated with the agenda, which was intended to represent current custom and practice, and past agreements at meetings of trustees, and written partly as a guide for new trustees, covering procedures for trustee meetings. The paper was welcomed and considered a useful document. Trustees endorsed the content, and asked that it made available on the Association's web site.

9309

COMMITTEE APPOINTMENTS

The chief executive had circulated a paper with the agenda, and further updates covering Navigation Committee and the Investment Working Group were provided at the meeting by Roger Squires and Les Etheridge respectively. Trustees:

- (i) Confirmed the appointment of Martin Jiggins as a corresponding member of Navigation Committee, and that Tony Davis was to remain a corresponding member of Navigation Committee.
- (ii) Approved that Roger Squires and Peter Kelly could continue to authorise publications in their regions after their retirement as region chairmen, until successors were appointed.
- (iii) Reaffirmed that chairmen of national committees who are not trustees are welcome to be in attendance at trustee meetings, and to view agenda and other meeting papers via the private area of the web site.
- (iv) Noted the following appointment and reappointments, by the board of Inland Waterways Enterprises Ltd, to the committee of IWA Festivals division:
 - (a) Ian West, Dave Chapman, Barry Green, David Pullen and Jude Palmer re-appointed for a term of one year until September 2010.
 - (b) Edwina Wallace, Malcolm Fry, Derek Smith and Gillian Bolt reappointed for a term of two years until September 2011.
 - (c) Ray Carter appointed for a term of two years until September 2011.
 - (d) Dave Jones, Rick Barnes, Kevin Woods, Sandy Jones, Pat Barton and Jerry Sanders re-appointed for a term of three years until September 2012.
- (v) Noted the appointment of Paul Roper as the South East Region representative on Navigation Committee, by South East Region Committee.

- (vi) Noted that John Reeve was standing down as the North East Region representative on Navigation Committee, and that he was likely to be succeeded by Peter Scott.
- (vii) Approved the addition of David Stevenson to the list of corresponding members for Navigation Committee.
- (viii) Noted the retirement of Tony Harrison and Colin Davis from the Investment Working Group.
- (ix) Noted the retirements of Tony Harrison and Mike Palmer from Finance Committee.
- (x) Approved the appointment of David Carrington, Mike Dyer and Nick Parker to the Investment Working Group for terms of office to be approved at the next meeting.
- (xi) Asked that Gerallt Hughes be invited to attend the November trustees meeting and that proposals for reappointment of the Committee for Wales be brought forward.
- (xii) Noted that proposals for the reappointment of members to Waterway Recovery Group committee had yet to be brought forward.

9310

COMMITTEE AND COMPANY MINUTES

Trustees accepted the following committee and company minutes:

Finance Committee	11 th July (including edited minutes, for publication)
Navigation Committee	11 th July (including edited minutes, for publication)
Restoration Committee	20 th June (including edited minutes, for publication)
Promotions and Communications	13 th June (including edited minutes, for publication)
Waterway Recovery Group	none
Inland Waterways Enterprises Ltd	11 th July (including edited minutes, for publication)
IWA Festivals	6 th June
Essex Waterways Ltd	10 th June (including edited minutes for publication)

9311

MATTERS ARISING FROM PREVIOUS MEETINGS

Neil Edwards had prepared, and circulated with the agenda, a paper covering matters arising from previous meetings. This was noted, with a further update re Minute 9279 that dates for a meeting of the group to review the Environment Policy were being arranged.

9312

BUDGET 2010

Les Etheridge briefed trustees on deliberations that had taken place at the morning's meeting of Finance Committee. The committee had noted that if the current forecast and 2010 budget deficit became reality, then the Association's reserves would likely reduce to very near the minimum acceptable level of reserves by the end of 2010, leading to a requirement for an almost impossibly drastic reduction in spending for 2011. This position was not tenable, so it was necessary to reduce the deficit on the current draft 2010 budget. The committee had felt that savings of about [an amount] were needed. All budget holders would be asked to review their first draft budgets and send updated figures to Helen Elliott-Adams by no later than 3rd October. Helen would then be asked to circulate an updated budget for 2010 by no later than 10th October with a view to agreeing a final budget paper for trustees to be circulated by no later than 31st October. Trustees endorsed this course of action.

9313

NEXT MEETING

Trustees noted that the next meeting of the board of trustees would take place on Saturday 14th November at Rowington Village Hall. Subsequent meetings, in 2010, are due to take place at:

30 th January	(at Rowington)	31 st July	(at Rowington)
27 th March	(at Rowington)	9 th October	(at Rowington)
12 th June	(at Rowington)	4 th December	(at Lapworth)

Thanks were extended to Jude Palmer for catering at the day's meetings.

9314

RETIREMENT OF TRUSTEES

Clive Henderson explained that this was an historic moment as seven trustees were retiring before trustees next met again, all of whom had given long and honourable service:

- John Fletcher (11 years as a trustee, of which 6 as national chairman)
- Tony Harrison (15 years as a trustee)
- Mike Palmer (15 years as a trustee, but remaining chairman of Waterway Recovery Group)
- John Baylis (over 28 years as a trustee, including 11 as chairman of Navigation Committee)
- Peter Kelly (7 years as a trustee)
- John Reeve (23 years as a trustee)
- Roger Squires (9 years as a trustee, most of which as chairman of Navigation Committee)

Clive Henderson read out a tribute from John Fletcher, giving particular thanks to Roger Squires who had deputised for him on many occasions during his national chairmanship, and had provided particularly valued support during John's period of illness and following the death of his first wife.

John Pomfret and Vaughan Welch were also retiring as nationally elected trustees, but were standing unopposed as chairmen of East Midlands and West Midlands regions.

Trustees noted that John Baylis probably held the record as the longest-serving trustee in the Association's history.

Trustees recorded their very considerable gratitude and appreciation to all of those retiring.

There being no further business, the meeting concluded at 4.50 p.m.