

Minutes of the meeting of the Board of Trustees of The Inland Waterways Association held on 11th October 2014 at Rowington Village Hall, Rowington, Warwickshire.

Present:

John Butler	Gordon Harrower	David Pullen
Ivor Caplan	Roger Holmes	Peter Scott
Ray Carter	Gareth Jones	Jim Shead
Les Etheridge (chairman)	Gren Messham	Paul Strudwick
Clive Henderson [to item 9848]	Alan Platt	Vaughan Welch

In Attendance: Paul Birkett [acting chairman, Marketing Committee] Neil Edwards [Chief Executive], Helen Elliott-Adams [Company Secretary] and Jerry Sanders [chairman of Promotions and Communications Committee]

Apologies for absence were received from Gillian Smith and Mike Palmer [chairman of Waterway Recovery Group]

Les Etheridge welcomed Paul Birkett as an observer and John Butler and Gareth Jones to their first meetings as trustees.

9842

DECLARATIONS OF INTEREST

Ivor Caplan, Clive Henderson and Vaughan Welch recorded their membership of Canal & River Trust's Council. Ivor Caplan, Alan Platt, David Pullen, Peter Scott and Vaughan Welch recorded their positions as members of Canal & River Trust partnerships and other advisory committees. Clive Henderson recorded his position as a member of Canal & River Trust's Appointments Committee.

Les Etheridge asked trustees present for any other declarations of interest. There were none.

9843

ELECTION OF OFFICERS

There was one nomination for national chairman, Les Etheridge, who was duly elected. There were two nominations for deputy national chairman, Alan Platt and Gren Messham, who were duly elected. There was one nomination for national treasurer, Gordon Harrower, who was duly elected.

9844

MINUTES

Trustees approved the minutes of the Board's meeting held on 9th August 2014, including the edited versions for publication, as correct record of the meeting.

9845

NATIONAL CHAIRMAN'S UPDATE

Les Etheridge had prepared a paper, circulated with the agenda, to update trustees on recent campaign developments, and noted the following points:

- (a) The report from the All Party Parliamentary Waterways Group inquiry into Canal & River Trust's first two years had been published and was favourable to IWA campaigns, including a recommendation for CRT to take on the Environment Agency's navigations. [Comment omitted].

- (b) Les Etheridge and Gren Messham were due to meet with Jonathan Shaw to discuss next steps in the EA Navigations campaign as soon as diaries permitted.
- (c) Proposals for the plaque to commemorate Robert Aickman at Gower Street were progressing again following the property owner's recent approval of the submission for planning permission.
- (d) CRT had internally approved and made public its invitation for IWA to have a seat on its Council and had issued a press release, which was low key in respect of the invitation to IWA.
- (e) The favourable announcement from HS2 on the realignment of the rail line in the Fradley area was noted and warmly welcomed. Congratulations were offered to all those involved in the campaign, although it was recognised that there was a long way to go to address all IWA's concerns with the proposed rail line, and there remained concerns with the Lichfield Canal restoration.
- (f) [Confidential item].
- (g) Gren Messham updated trustees on moorings issues and recent discussions with CRT, and on a meeting with other boating organisations at CRT's invitation. Factual information on the advantages and challenges of residential boating was under preparation for IWA's web site so that prospective residential boaters could be better informed. There had been a long discussion at Navigation Committee, and it was widely recognised that there was a long way to go to resolve current challenges.
- (h) Trustees were asked to comment on the Annual General Meeting that took place two weeks previously. [Comments omitted]. Les Etheridge asked trustees to consider what they felt the AGM ought to achieve, and to provide some written feedback to him before the end of October.

9846

OBJECTIVES FOR 2015

Les Etheridge introduced a paper attached to the agenda, and explained that the draft objectives had been drawn up to follow the strategic missions that trustees had previously agreed, which was a different way of presenting them. [Discussion omitted]. Les Etheridge asked trustees to consider any views and comments on the proposed objectives for 2015 and to put them in writing to him well before the December meeting, so that a revised draft could be brought to trustees for approval at that meeting.

9847

STRATEGY

Les Etheridge had circulated a paper updating the various actions set earlier in the year. He noted that there was slower progress in some areas, but there was a need to now review all the work in progress to ensure it was consistent and supportive of the proposed objectives for 2015. Trustees:

- a) Agreed that the National Chairman should revise the strategy document and actions for the December meeting taking account any specific areas suggested and any other feedback.
- b) Noted that the chairmen of Events, Marketing and Promotions and Communications Committee had met briefly and would meet again shortly to determine how best they could work together to achieve IWA's Vision and Mission.
- c) Noted progress and agreed to provide written comment and thoughts on any areas that needed to be progressed more quickly.
- d) Agreed that the strategy and the Objectives for 2015 needs to be consistent and fit with each other.

9848

REVIEW OF ACCIDENTS AND NEAR-MISSES

Jenny Black had prepared a paper, attached to the agenda, reporting on accidents and near-misses over the past year. IWA's current Health & Safety policy had also been circulated with the agenda. [Discussion omitted]. Trustees:

- a) Noted the report and actions taken and asked that an article be prepared for the Internal Bulletin to encourage the same standards of reporting across the Association
- b) Reaffirmed the Health and Safety Policy originally approved in 2012, as attached to the agenda.
- c) Agreed to actively encourage all parts of the Association to report accidents and near-misses

9849

RICHARD DRAKE

Trustees recorded with sadness the recent passing of Richard Drake, former IWA national chairman. Alan Platt, Les Etheridge and many members of IWA Chester and Merseyside Branch planned to attend Richard's funeral.

9850

PROVISION OF MEMBERSHIP DATA

Gordon Harrower introduced a paper, circulated with the agenda, updating trustees on recent membership recruitment and lapses figures, which continued to show a steady decline in Association membership levels. The reports had previously been seen by Finance and Promotions & Communications committees. Paul Birkett reported that Marketing Committee was addressing membership recruitment as a high priority issue and suggested that it would be useful to review the wide range of data and reports currently being provided within the Association. The necessity of recruiting a higher number and broader range of members just to stand still on membership levels was noted. Trustees asked to receive updates on these papers at bi-monthly intervals.

9851

APPOINTMENTS TO COMMITTEES

Neil Edwards had prepared and circulated a paper with the agenda covering proposed committee appointments. Trustees:

- (a) Approved the appointments of Colin Graham, David Rowe and Alan Platt for periods to be determined by Finance Committee (not exceeding three years) and the reappointments of Mike Dyer and Nick Parker to Finance Committee for further terms of three years each.
- (b) Noted the retirements of Gren Messham and Alan Wiffen as a member and corresponding member, respectively, of Finance Committee.
- (c) Noted the resignations of Frank Wilson and Phil Newman from Marketing Committee.
- (d) Noted the reappointment of Robin Bishop, Ray Carter, John Fevyer and Gary Summers to the Canalway Cavalcade Committee for further terms of three years.
- (e) Noted the appointment of John Butler, Pete Flemming and Hannah Ranken and the retirement of Kevin Woods as corresponding members of Canalway Cavalcade Committee.

9852

COMMITTEE AND COMPANY MINUTES

Trustees accepted the following committee and company minutes:

Finance Committee	9 th August
Navigation Committee	9 th August
Restoration Committee	26 th July
Promotions and Communications	2 nd August
Waterway Recovery Group	(none)
Inland Waterways Enterprises Ltd	30 th July (including edited minutes for publication)
IWA Events	2 nd August
Essex Waterways Ltd	27 th May (including edited minutes for publication)

9853

MATTERS ARISING

Trustees noted a report circulated with the agenda covering matters arising from previous meetings. A draft calendar of top risks that should each be reviewed at trustee meetings was tabled. The first risks to be reviewed would cover insurance and national policies. Trustees asked Neil Edwards to prepare a paper on the insurance risk and for committee chairmen to report to Les Etheridge on the currency of policies that were the responsibility of their committee. Authors for other reviews would be considered between meetings.

9854

NAVIGATION COMMITTEE

Gren Messham reported that the following items had been discussed in some detail at Navigation Committee's meeting held that morning:

- A review of Navigation Committee policies and strategy issues, including (a) a draft policy on small boats, (b) vegetation management policies, and (c) moorings issues;
- Elvington Lock – EA was now well aware that IWA would campaign for prompt re-opening;
- EA Navigations and their lack of maintenance;
- HS2 Update, including announcement expected on Phase 2 towards end of October;
- Consultations on water resources, CRT moorings and the Broads to be termed as a National Park;
- Policy guidance on new marinas; and
- The Parrett Navigation and Bridgewater & Taunton Canal area.

9855

PROMOTIONS AND COMMUNICATIONS COMMITTEE

Jerry Sanders reported that the following items had arisen from the recent meeting of Promotions and Communications Committee meeting held on 4th October:

- (a) Proposed strategy for the committee. There would be a briefing and discussion for region chairmen to be held on 7th February for about 1 hour. Finance Committee would start early (9.30 am) that day, and Navigation Committee would meet on 7th March instead.
- (b) There would be Membership Recruitment Seminar on 7th March, aimed at 'teaching the teachers'.

9856

FINANCE COMMITTEE

Gordon Harrower reported on the following items that had arisen at Finance Committee's meeting that morning:

- (c) Forecast for 2014 and first draft of the budget for 2015;
- (d) A fundraising report;

- (e) Recent membership recruitment reports, covered earlier at this meeting;
- (f) A review of IWA's reserves policy, which would be brought to trustees in December;
- (g) A report from the Investment Working Group;
- (h) A review of expenses rates and rules – no changes were recommended.

9857

MARKETING COMMITTEE

Paul Birkett reported that the following items had arisen from Marketing Committee's meeting held on 20th September:

- (a) The priority of growing the Association's membership;
- (b) The necessity of understanding IWA's brand, which is largely unmanaged at present. This meant there could be a lot of well-intended activity that might be out of control. There was a need to have a brand that people understood, as this would be key to recruiting new members;
- (c) The need to grow IWA's marketing capability. In the meantime the Committee felt it was vital to align IWA's ambition with its existing capability.

Trustees asked Paul Birkett to prepare a paper, for the December trustees meeting on brand positioning.

9858

RESTORATION COMMITTEE

Vaughan Welch reported that the following items had arisen at Restoration Committee's meeting on 20th September:

- (a) A suggestion to extend restoration grant conditions to include maintenance of work done;
- (b) The need to widen professional expertise from IWA available to restoration groups; the Committee would initially try to identify a volunteer Land Agent;
- (c) Marketing IWA's expertise on restoration topics;
- (d) Building up the virtual archive of waterway restoration reports, which were being made available on IWA's website;
- (e) Updating the restoration handbooks.

9859

WATERWAY RECOVERY GROUP

In the absence of Mike Palmer, Les Etheridge reported that there had been a successful series of work camps over the summer and noted the recent work undertaken on Inglesham Lock.

9860

EVENTS COMMITTEE

John Butler reported that the following items had arisen from Events Committee's meeting held on 20th September:

- (a) A review of events to be planned for future years;

- (b) Recruitment of new members for the committee was necessary;
- (c) Co-operation with Marketing and Promotions and Communications committees;
- (d) The August 2014 Saul Junction event had been successful, with a surplus of just over £3,000;
- (e) Plans for a significantly different at Northampton were receiving good support from Northampton Council and others; it would be a larger event than Saul Junction but it was being emphasised that larger size event did not indicate any mission creep.

9861

NATIONAL AWARDS

Jim Shead reported that he had received a representation from Lynda Payton of IWA Northampton Branch to consider an award that could be made to a non-member of the Association for significant service to the inland waterways. Alan Platt pointed out that there were regional awards, some of whom which could be awarded to non-IWA members. Trustees asked that the Awards Panel consider this.

9862

NEXT MEETING

Trustees noted that the next meeting of the board of trustees would take place on Saturday 13th December 2014 at Rowington Village Hall. [The 2015 dates for trustee meetings were 7th February, 18th April, 6th June, 8th August, 10th October and 12th December.]

There being no further business, the meeting concluded at 3.58 p.m.