

GNDR Global Board Meeting Minutes

Thursday 1 Mar 2018 - 14:00 BST UK Time.

Board Participants

Jonathan, Farah, Nicole, Zenaida, Jose, Loreine, Graciela, Kheswar, Oenone, Rumana, Peter C, Emma H

Apologies/Absent

Nigel, Rod, Peter A, Emad, Papilola, Ali

Also attending

Jo Cartwright (Financial update), Nisma Le Boul (Minutes), Sergio & Virginia (Spanish interpreters), Emma Kerr, Lucy Pearson

Previous Minutes

The last quarterly board meeting was held on the 2nd Nov 2018. The identified Actions have been completed during the quarter.

Welcome, apologies, minutes, matters arising

Farah asked Board members to adopt the minutes of the last Global Board meeting. All Board Members adopted it.

Jonathan reminded all Board members of the 4 actions recorded from last Global Board:

1. Establishing an advisory group for VFL ACTION: Interested Board Members to contact Lucy if they would like to join the working group.
2. The Secretariat's projects were included in the Secretariat's report submitted to the Board.
3. Zenaida had volunteered for the Finance Committee.
4. Graciela would talk later about extending the Global Board members' terms of office **Farah** welcomed the 2 new trustees Rumana and Peter.

Oenone explained that two new capable trustees had joined on a 6 months' basis (Rumana & Peter) as Nigel will step down in June. Oenone reminded the Global Board members that Trustees need to be based in the UK. **Farah** hopes that Rumana & Peter will remain Trustees following that 6 months' period.

Update from Secretariat

Jonathan introduced the 4 page report previously circulated by the Secretariat **and was asked to give** a quick Summary of GNDR activities and his perception of GNDR/the new Secretariat.

Graciela appreciated Jonathan's thorough update (report). She would like to see more representation at regional level as there is a concern about work overload of GNDR member of staff (e.g LAC RDC). She also asked for an update on the recruitment of a regional development assistants.

Jonathan advised that:

- LAC: One assistant recruited on a 1-month basis (1st of march) – long term recruitment of assistant ongoing.
- ASIA: One assistant starting in Bangkok in April (recruitment process closed).
- AFRICA: One assistant about to be recruited in West Africa on a 3 months' basis, followed by a more permanent recruitment later on.

Graciela highlighted the role of regional development coordinators (RDCs) and the lack of regional representation in GNDR's Secretariat, a point reinforced by Jose who also noted that the Global Board valued the personalised approach of Jonathan.

Jonathan reassured the Global Board that the Secretariat includes the RDCs and takes regional concerns into account eg through submissions to the annual budget and workplan. He reminded the Global Board that the RDCs all met in Senegal with Emma and that the upcoming team meeting in London is a proof that the connection is there.

Jonathan asked for a meeting offline on the RDC role between Graciela/Emma and himself.

Jo C reported on the meeting of Finance and Audit committee which met one week earlier. she went through:

- Budget for next financial year (starts 1st of April). The Finance Committee had studied the submitted reports and approved them. They were for review by the Global Board and approval by the Trustees.
- 2 financial tables circulated with the papers to the GB (Strategic budget / Summary of donors' contributions).

She highlighted in particular the 'speculative' column showing a deficit of £94k against the activities of the next financial year..

Lucy gave an update on GNDR's Secretariat activities (Workplan+ explanatory note).

Workplan determined by funding proposals submitted the previous year. Aligned with GNDR strategy.

5 main projects cutting across all three of the strategic objectives:

- Institutionalising Sustainable CBDRM.
- Strengthening capacities for resilience (creation of membership community platform + database).
- VFL Pilot (Tonga and Philippines).
- Roll out of VFL pilot in other countries, CSOs will be selected to support the implementation.
- Civil Society Impact DRR (LAC).

Lucy explained the mapping of the activities.

Update on GNDR Secretariat recruitments:

- HR 12th of March.
- Grants Officer April.
- Interim Team Administrator Mid-March.

Emma introduced herself to Board members and presented her remit:

- Workplan on Membership.
- She will be looking at the expansion of our membership (e.g secretariat support in East Africa).
- Western Central Africa office move.
- Development of a new community platform that should enhance engagement with GNDR's members.
- Capacity building programme (a draft will be sent to the Board for comments). This activity will require additional funding.
- Update on the Global Summit 2018.
- Update on Temporary staff members in the regions.

Key question from the Finance Committee were on the cost of additional support for London HQ & Regional hubs.

Farah asked if there are any questions.

Farah asked for feedback from the Board on presentations.

Oenone Highlighted the importance of the funding being spent against activities strategically. Trustees want to make sure that the Board feels comfortable with the Budget and Workplan.

Peter asked for clarification on the process GNDR will follow to resorb the £94000 gap. The Secretariat is confident about meeting that gap eg funding specifically for the Summit, fundraising during the year or, if necessary later in the year, trimming costs and scaling down activities.

Peter C asked Jonathan about HR policies. **Jonathan** re affirmed that GNDR will be reviewing existing, and putting in place new HR policies. **Farah** highlighted the importance of reviewing policies.

Oenone thanked the Finance Committee and the Secretariat for its hard work. She raises the issue of Brexit, and the need for the board to take it in account. Oenone recommended each member of the Board read the Brexit working paper which had been circulated.

Nicole asked for clarification on the Workplan's timeline.

Jonathan replied that what was presented was Year 2 of the 3-year plan which the Board had seen in 2017, with very little amendment.

Following the review, Farah & Oenone asked the Trustees to approve the Workplan and budget.

The Trustees approved the budget

Graciela and Jose Ramon had not had time to review the documents, the spreadsheets not having been translated. Graciela also raised her concern about the projects in Latin America thus does not approve the budget.

She will raise her concerns in writing within a week..

Farah summarises the situation and asks Global Board members to clarify their concerns by email to Jonathan by Thursday 8 March.

Oenone hopes it does not mean substantive changes.

Jonathan was clear that the budget lines cannot vary and

Nicole advised caution regarding any review of the workplan.

Working Group Activities

Communications & Membership Working group (merged)

Jonathan said that the membership working group has completed its task and proposed merging the communications and membership working groups. Communications was about strengthening the relations between the Board/Secretariat/ regions.

ACTION: There was discussion about membership of the group which Jonathan will finalise and confirm to the Board. Jonathan will also propose revised ToR for the merged group.

Decision: There was no objection to merging the two groups (comms and membership)

Governance working committee

Farah asked Graciela to talk about the governance working committee.

Graciela asked the board if they have read the governance report and explains the methodology of the working group. Graciela wanted to know if there are specific questions on the report.

Concerning the renewal of existing Board members' terms of Farah thinks the board should go back to the membership to ensure their endorsement for a renewal of the current Board for three years.

Oenone asked Emma if she has an insight on getting back to the regions for endorsement.

Emma said that the feedback from RDCs is that members should be notified on new appointments within the Global Board.

Graciela agreed there should be a clear endorsement from the regions. Graciela suggested that each member of the board confirms in writing his commitment for the next years. Jonathan believed this had already been done in September.

Farah summarises the suggestions: that Oenone would draft a letter to the members confirming the decision that the current Board would extend its period of office to manage a time of change and growth. The Working Group would take charge of the letter.

New appointments: After discussion about external appointments and member-led elections it was agreed that new Board Members should be sought for East Africa and Caribbean, and that a new North American representative should be sought.

Oenone said it was clear that the Governance Manual was not as complete as it needed to be.

Farah agreed. The recommended criteria to become a GNDR trustee were unclear for example, as were the responsibilities between Trustees and Global Board.

ACTION: Jonathan to propose changes to the Governance Manual more suited to the larger organisation GNDR had become. This would include the role of the RAGs.

Resources working group

Jonathan raised the issue of KPIs for GNDR/Global Board/Trustees.. It was agreed these would be valuable.

Global Board approved the need for KPIs. **ACTION:** Jonathan to propose KPIs for Board and GNDR Secretariat for the face-to-face meeting

Jose Ramon suggested to mention these changes (GB appointments) in GNDR's website.

Next Board Meeting

Farah asked when the next Global Board meeting will happen. **She** reminded the Global Board of the Global Summit dates and the fact that not all GB members can attend. **Farah** asked board members to agree on the principle of a debrief meeting following the Global Summit and a face to face meeting at some point afterwards.

Oenone would also like a differentiation between the Global Board's Global Summit debrief and the face to face meeting, to happen later in the year.

Nicole S prefers a face to face meeting separate to the Global Summit (she won't be attending).

Farah asks for the approval of all the GB members.

Loreine asked Farah about the availability of GB members and the budget allocated to that face to face meeting. Jonathan says it is not budgeted: either fundraising can free money for it or other activities, such as Board or RAG attendance at workshops, could not be subsidised

Farah leaves the call. Oenone chairs the rest of the meeting. It was agreed to try for a two-day face-to-face meeting later in 2018. There was no agreement on the June meeting, which closely follows the Summit.

Action: Secretariat to send a doodle poll for the face to face meeting to take place in September or October.

Highlights from each Region

ACTION: Due to time constraints at the meeting, Oenone asked board members to send a paragraph on the activities going on in their region.

Graciela confirmed it is important that board members are aware of what happens in each region.

Oenone gave an update on the recruitment of the executive director, which is a proper global recruitment process and reiterated her availability to board members to discuss the recruitment of GNDR's new ED.

ACTION: Jonathan was asked to send an email summarising the Actions.

Oenone thanked Board members for their attendance, Secretariat for their preparation and Jesus for managing a more-than-usually successful technology.