

Agenda for first trustee meeting

Date: 10 March 2021

Time: 9am

Via Zoom

Appointments and roles

1. Appointment of chair by first charity trustees (to chair the first agenda items)
2. Appointment of further 9 trustees by the first charity trustees
3. (Re) appointment of chair by trustees now appointed

Standing items

4. Declarations of interest
5. Noting requirement to have in mind wider public interest

Conduct of trustee meetings

6. Approval of the terms of appointment of byrne dean, to include delegation to byrne dean of the calling, administration and minuting of trustee and member meetings
7. Approval of minute taking procedure
8. Delegation of responsibility of trustees for each of:
 - a. Finance
 - b. Managing the relationship with byrne dean
 - c. New signatories
 - d. Existing signatories
 - e. Continuing Charter relevance
 - f. PR and Comms
9. Trustees' liability insurance

Financial issues

10. High level budget report – anticipated income and major expenditure for the first year
11. Establishment of CIO bank account
12. Appointment of signatories on said bank account
13. Approval of costs for new website development
14. Appointment of accountants to the CIO
15. Appointment of byrne dean to act as bookkeeper to the CIO
16. Approval to byrne dean to issue invoices for membership fees once bank account established
17. Setting of accounting year for CIO

Members

18. Admission of current signatories and committed parties to membership of the CIO
19. Approval of any current applicants to membership
20. Approval of the admission process for new members going forward
21. AOB

be brave.

Openness and respect



Smart meetings and emailing



Respecting rest periods



Mindful delegation

