



**CHC Board Meeting
on Thursday 22nd March
at the CHC offices, Cardiff**

The CHC Board met on Thursday 22nd March 2018 at the CHC Offices in Cardiff. The meeting was quorate and was attended by 9 board members, as well as members of the CHC Senior Management Group.

The following provides a summary of the items discussed and key decisions taken at the meeting.

Interim Audit Findings Report 2017-18: The board were advised that there were no serious issues to report following the interim audit. A representative from Bevan & Buckland came to discuss the planning process for the Audit in June. They will focus on organisation specific risks, and how to add value to the business. **Outcome: The Board asked for the risks in the Audit to reflect the CHC Risk Register.**

Draft Year End Outturn 2017-18: Steve Evans gave an overview of the salient points of the report, including surplus levels and staffing costs. The board discussed areas that may need to be looked into over the coming months, including a better framework for operational costs. **Outcome: The Board approved the draft year-end Management Accounts for 2017-18.**

Approval of 2018-19 budget: Steve Evans gave an overview of the planned budget for the upcoming year, including increased pension provisions and potential avenues for business development. **Outcome: The Board approved the budget.**

Succession Planning: There were several issues to be decided by the Board, such as the election for the Chair and the 3 vacant seats on the Board. As a result, a nominations committee with an independent chair will be appointed and an election process will be drawn up. We will be talking to members in the coming weeks about the process. **Outcome: Further steps will be discussed in the next Board meeting in May.**

Business Development: Adele Harries-Nicholas, the Member Services and Business Development Manager, presented the activities of the Business Development team to the Board. This included informing the Board about the four strands of the development strategy, such as conferences, training, commercial membership packages and affinity deals.

Thanks to Walis George: The Board would formally like to take this opportunity to thank Walis George, who has been a long standing member of the Board. We wish him all the best for his retirement and will sorely miss his energy and commitment to the sector.

The board will next meet in May with the exact date yet to be confirmed.