

EMEYF Charitable Committee Trustees Minutes 2019

EMEYF Charitable Committee Trustees, 6 January 2019

Present: Esther Köhring, Lisette Nijboer, Silja Pfeiffer, Rose Almond

ChC 2019/01: Cash transactions at Spring Gathering Russia 2019 plan

We heard an update on the financial plan for SG in Russia from Silja, our venue deposit has been sent and we are awaiting confirmation of its receipt. Russian currency is Rubles which EMEYF do not hold an account for therefore we plan that a role holder within the Planning Committee or a Trustee will bring a personal fee free visa card and then the role holder will be reimbursed from either the EMEYF Euro or Sterling accounts. We also suggest that if participants are planning on paying their fee in Rubles that they bring cash so that there is some cash available for spending at the gathering. We recognise the importance of planning how and when role holders and participants are reimbursed for bursaries and planning costs and realise that it would be valuable to have agreed (between trustees, CC and PC) before the gathering the amount of cash required.

ChC 2019/02: Underwriting costs for Spring Gathering Russia 2019

Trustees are financially responsible for the finances of EMEYF, however the planning committee undertake the spending to bring the gathering together. EMEYF underwrites the risk of financial loss, for example if unforeseen circumstances lead to the event being cancelled or too few participants attending, after spending has occurred. We are aware that the venue has a fixed cost and that external speakers may have already booked travel. We underwrite the cost of €1600 to cover this if such problems arise, we also note that this does not impact upon bursaries which are budgeted separately to venue and food costs.

EMEYF Charitable Committee Trustees, 27 October 2019

Present: Esther Köhring, Lisette Nijboer, Silja Pfeiffer, Rose Almond

ChC 2019/03: Trustee Role Description

We have written a role description of what it means to be a trustee and hope that it can now be used for nominations procedures as well as clarity on roles and responsibilities of Trustees for EMEYF.

ChC 2019/04: Accounts 2018

We have reviewed the 2018 accounts and are satisfied with the approach and transparency in the presentation. Subject to minor formatting changes they will be published in the 2018 annual report and have been communicated to the charity commission. We thank our treasurer for the work put into it.