

Natural Voice Network

Minutes of Meeting of the Trustee Board

Monday 8.07.26

online via Zoom

Present: Adelaide Carlow, Denise Dobson, Hanna Lawrence, Kirsty Abraham, Penny Stone, Sue Rushforth, Teresa Verney

In attendance: Gill Upham (Administrator) Karen Parry, Helen Williams

MINUTE		ACTION
TB57/26 APOLOGIES FOR ABSENCE	Ryan O’Riordan - also stepping down from the board as of today. Would like to continue on ARCH group. Rebecca Denniff	
TB58/26 INDIVIDUAL CHECK-IN	Trustees welcomed Karen Parry (soon to be in post as NVN General Manager) and Helen Williams (soon to be in post as NVN administrator) and everyone introduced themselves.	
TB59/26 MINUTES OF LAST MEETING	Trustees noted that the Minutes of TB meeting on 11 May had been approved. To be posted on website.	Gill
TB60/26 MATTERS ARISING	See individual Minutes following.	
TB61/26 REPORT FROM TREASURER	The Treasurer was thanked for her report. She will be here until the next AGM, then handing over and stepping down from the TB. Trustees noted that: • ARCH funding is ongoing. • The balance for the Annual Gathering venue will be due in early December. • Gill’s additional hours worked will be shared with the Treasurer later today. The final figure will go through the normal approval process. • Any further recruitment processes need to have a budget set in advance. • Trustees agreed that: cyber insurance will not be pursued • It was recommended that public liability insurance be reviewed in order to ensure best value. • It was agreed that a review of the Financial Management Policy, now due, can be postponed and be undertaken in consultation with Rebecca Ballard, book-keeper, and Karen, once in post, aiming for TB approval by October 2026. • The treasurer has been advised of the proposed fees payable to the new administrator and general manager, this information to be shared with Rebecca Ballard.	Sue

TB62/26 REPORT FROM ADMINISTRATOR	The Administrator was thanked for her report and all her work for the NVN at this, her final TB meeting. Trustees noted that: • Membership is static - this is unusual. • Bank account changes have now been completed. • Jessica Boatright will submit the Annual Gathering handbook to the Administrator by the end of July.	
TB63/26 Cultural honouring within the TB	To build awareness and honouring, of cultural sensitivities within the TB, trustees, administrator and general manager were invited to share those sensitivities with each other in a paragraph if they wish. Hanna to get the ball rolling.	Hanna
TB64/26 Action Plan update	The priority is the Annual Gathering. From September we will think about longer term planning. Anti-racism training for Karen and Helen after the next AGM could also include new Trustees. It was recognised that this will have a cost implication.	All Trustees Karen Helen
TB65/26 Recruitment process	• Update: Karen and Helen have completed induction with Gill, and begun the process with Kirsty and Hanna • Their first meeting with Sue and Rebecca Ballard, book keeper, will be in August • This needs to be prioritised as Helen needs to use Xero as part of her weekly work • Draft agreements are almost complete - to be sent out to Karen and Helen for comment and/or completion before they are in post	Karen, Helen, Sue, Kirsty

TB68/26 IDEA/EDI UPDATE (TB51/26)	Governance training - all Trustees and new team members have been invited to do this training and attend the plenary. Karen to have access to email address from tomorrow. Notes from the plenary session will be shared. Trustees discussed the use of the acronyms IDEA and EDI. We will stick with IDEA for now, and check with Pari Dhillon.	All Trustees Gill
TB69/26 COMMUNICATIONS FROM MEMBERS	None	
TB70/26 ANY OTHER BUSINESS	a. Darien Pritchard has suggested that an interview with Frankie about her voice work would provide a great resource for the network. Gill to take this forward. b. Use of AI for TB business - It was suggested that the TB adopt guidance to avoid the use of AI wherever possible, with the exception of tools for accessibility. Rebecca Denniff to be asked for her expertise and guidance on this topic. c. Trustees were asked to consider co-opting someone in Ryan's place. This would be a chance to change the demographic of the current board slightly. d. The proposal to hold an in-person meeting in Manchester at the end of October was discussed without reaching a conclusion. Penny to ask for responses on Basecamp about an in-person meeting in January.	Gill Hanna Rebecca All trustees Penny
TB71/26 DATE OF NEXT MEETING	Thursday 10 September at 1pm on Zoom	