

Board Meeting	Decision	Instigated by	Decision type	Description	Resultant Actions	Resultant Actions
July 2024	Improve meeting minutes capture and improve accessibility	JL	Agreed	Need to capture notes better. Shared drive is now created. Board agreed to use shared drive.	JH to pull past logs, find strategy docs, historic documents from Trello.	
July 2024	Ensure brand is protected across social media	DF	Agreed	Some FB groups run by not members of PSA. Board agreed social media audit needed.	DF/JL will run create resources and update at AGM.	Shared drive created, please use and fill with paperwork.
July 2024	Decide AGM location and date - Remove Thames valley option	JL	Agreed	It was previously decided to hold the AGM outside SBS, with a physical location in Thames Valley as a good option. However, the logistics of this became challenging and made it unlikely all members could go if they wanted. The option of holding an AGM at the SBS venue, after SBS closed, was discussed at length. However many members may need to get straight off and there would be a £3k cost. Despite preferring a physical meeting for members, it was decided to go to a virtual meeting. It was agreed to do this before conference.		
July 2024	Decide AGM location and date - Hold AGM Virtually	JL	Agreed	Wording currently gives the wrong impression.	SB to send out link	Board to submit update no later than 30 days before the AGM.
July 2024	Remove ambiguity on Events pricing document	JL	Agreed		WB to change document	
July 2024	Standardise process for PSAE nomination and award	JH	Agreed, MMP abstained	Community to vote on nominations, and JH to bring results to The Board	Wait for JH to bring results	
July 2024	Increase PSA revenue at SBS by offering additional paid for services - YE to implement	YE	Agreed	Headshots, Video shots at SBS.		YE to continue to research.
July 2024	Agree in principle to restructure operational and support services provide by My Management company to ensure sustainability (but more details needed)	SB	Agreed	Reducing hours and rate and it was agreed SB would concentrate more on events.		
July 2024	Pay CC overage on budget variance as an exception	PI	Agreed	Needed Board agreement as over ceiling amount.	There is a policy limit, ask FD if amounts will go over policy amount.	
July 2024	Entrant for PSA Award	SB	Agreed	To be revealed at SBS	Any other nominations to JL by Aug 16th 24.	
July 2024	Approach Olympian and invite them to join PSA	MP	Agreed	Attract Olympians to the PSA	MO/NL to approach Olympians in respect of visiting/joining PSA	
July 2024	Add second seat on Zendes for Events team	WB	Agreed	£180 pa for a further seat on Zendes, once BOB has been fully tested	WB to instigate the second seat when appropriate	
July 2024	Authorise WB to sign NDA on behalf of PSA with Hiscox	WB	Agreed	Hiscox need an NDA for insurance cover. Insurance for Board Members to stay with WB.	WB to sign and return.	
July 2024	Agree in principle to change conference speaking competitions to increase professional membership benefit (details to be announced at SBS)	SB	Agreed	PSY conversation to move to July Board Meeting.		Add to July agenda
July 2024	Authorise MMP to develop relationship with Q card productions	MMP	Agreed	Developing relationship in view of member benefits		MMP to continue to develop the relationship and update The Board
July 2024	Next Board Meeting to be in person	JL	Agreed	Keep to keep in person, but also working towards keeping costs down.		26th July - Arden hotel - 10-4.30pm approx.
July 2024	Approved exceptional increase of president domestic expenses reimbursement allowance to £1969.80.	PI	Agreed	President, despite best efforts, has gone over £1500 domestic expenses allowance. Board approved as exception to allow reimbursement of £1969.80.		
July 2024	Agree to presented proposal to restructure operational and support services provide by My Management company. SB to focus on delivering and running conferences and events.	SB	Agreed	New working structure for SB.		
May 2024	Nominated VP elect	MMP	Agreed	AG proposed and seconded by DF		
May 2024	Prof. Speakers can go to Prof Members with no endorsement	AG	Unanimous	Agreed on this movement.		
May 2024	Agree to presented proposal to change conference speaking competitions to increase professional membership benefit (details to be announced at SBS)	AG	Agreed	Agreed, this will be at Impact.		AG and YE to begin work on this
May 2024	Agree to remunerate MMP for services on essence and clarity report by paying for ticket to SBS.	MMP	Agreed, CC Abstained	This is in exchange for her services on the essence and clarity report.		MMP to purchase ticket and invoice, and work on clarity report.
March 2024	Agree in principle to presented proposal to change backend database services and increase clarity to members (BOB project)	JL	Agreed	As decisions will be scrutinized, we need a process created.		NL to produce a strategy document and decision making process.
March 2024	Agreed to adopt proposed system (Sport:80) as new operational and administrative hub (BOB Project)	WB	Agreed	Go ahead with Sport:80, giving transparency regarding membership and circulate strategy doc		
March 2024	Agreed to budget for Sport:80 (BOB Project)	WB	Agreed, WB Abstained	Agreed budget, timelines and Program Director role.		WB to continue working with Sport:80 and BOB
March 2024	Improve official presentation slides by using Dave Henson's services	JL	Unanimous	Slide Partner quote £500 + vat for conference slides + a free ticket to Impact and Summit and a stand.		Extra £500 for ad hoc work.
March 2024	Cancel impact pre-event dinner due to cost and low bookings	CC	Unanimous	RP's and Fellows feel it is too expensive. Only 7 bookings. Cancel or stop promoting.		SB: Contact Venue and hold the table for 10.
March 2024	Remove age limit from new membership grades	MMP	Unanimous	To remove age limit on new membership grades		DF to stop further promotional material. WB to remove on new membership grades.
March 2024	Agree in principle to two new membership grades (associate and retired) but need more detail.	WB	Agreed, AG Concerns noted	2 new memberships agreed, but criteria needs more work.		
February 2024	Updated expense policy	WB	Unanimous	Agreed report as it is, with expense limit for Director of Regions.		SB to add policy to website.
February 2024	Authorised social media audit to determine required controls	DF	Unanimous	Social media audit needs to take place as no regulations are in place. Board Agreed		DF to organise with SaaS.
February 2024	Updated free places at PSA events policy	JL	Unanimous	Approved but need work on how to implement. Free tickets for referrals. How to vet?		AG to investigate further and send suggestions to WB.
February 2024	Increase professional membership value and quality of events: Associate PSA members cannot give keynotes at PSA events	JL	Unanimous	Agreed that it is a benefit of membership. From 1st April.		AG to announce to RP's at next meeting.
February 2024	Increase quality of events: RP cannot be a speaker in their Region. Only exception is when speaker drops out.	JL	Unanimous	Agreed that RP's cannot be a speaker in their Region. Only exception is when speaker drops out.		
February 2024	Put strap line 'speak more, speak better' at the heart of our event and marketing message.	JL	Unanimous	Board agreed document, ensuring there is a CTA at the end.		AG to add to RP Intranet, and email RP's with all changed. cc in SB.
February 2024	Changed role of FD and board structure, based on presented options	JL	Unanimous	Board agreed option 2, with KPI's/deliverables/implementation plan		JL/WB to present at next Board Meeting.
February 2024	Created Programme Director Role with WB to step into this role	JL	Unanimous	Based on review of deliverables, Board agreed WB to step into this role, FD role to be recruited.		
February 2024	Authorise leaving gift for PSA Bookkeeper	WB	Unanimous	Board agreed £100 for gift.		WB to arrange leaving present.

AGM	Board Agreement	Raised By	Description	Resultant Actions	Resultant Actions
	Independently Verified Accounts Adoption of the proposed budget for 2023/24 Jackie Barry to present at next AGM		Review all of our suppliers, including accountants over the course of this financial year and hold a register and review date. Marketing Director to ensure budget is reviewed and resources sought as necessary Agenda item to be provided to Jackie Barrie at the next AGM to deliver a report on the community		
	Proposed Articles and By-Law updates Proposed Bylaws Amendments PSA Strategy Open Forum & Member Proposals (Electing)	JL JL	Article changes (see Appendix A8) - Carried unanimously Proposed Bylaws Amendments (see Appendix 9) - Carried unanimously A vote was had on whether to adopt the strategy motion - Motion carried with 3 against. A vote was held with a clear majority against the motion. The motion was dismissed.		

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November 2023	Board agreed in principle to look at creating CEO role	JL	Agreed, WB and CC Abstained	Need £25 an hour role to work out how to proceed. Agreed	More discussions needed.	
November 2023	Canva support to be procured	JL	Agreed	Agreed £1000 of canva support for 3 months to assist with promotion and sales of Regional Events		
November 2023	Bring back strapline: 'Speak More and Speak Better'	DF	Agreed	Agreed		
November 2023	Only allow regional Showcase feedback from members	JL	Agreed	Showcases as regional events, feedback only from members - agreed.	AG to define showcase feedback and process.	
July 2023	Jackie Handy resignation	JL	Agreed	Board agreed not to replace DEI role without reviewing Board roles.		
July 2023	Board Secretariat New role	JL	Agreed	Agreed £25 per hour, £750 per month on a 6 month trial.		
July 2023	New resource for website content etc	JL	Agreed	Agreed £25 per hour, £750 per month on a 6 month trial.		
July 2023	Agree in principle to records of Virtual Events made available to ticket holders	JL	Agreed	Explore the possibility of making recordings from virtual regional events available to ticket holders		
July 2023	Agree to investigate CRM and membership system	JL	Agreed	Further evaluate CRM and membership system options through demos and cost-comparison.		
July 2023	Membership fees updated	JL	Agreed	Agreed for April 2024		
July 2023	Agreed in principle to Member accreditation	MMP	Agreed	Board agreed in principle, with further research and final offer to be agreed again		
July 2023	AGM to be run as hybrid meeting	All	Agreed, MP/DF Abstained	Agreed to run AGM hybrid.		
July 2023	AGM date/time	All	Agreed	Agreed to stay same, but hybrid.		
July 2023	Establish a separate social media account for the PSA's engagement on social media	JL	Agreed			
July 2023	Agreed to review of AGM quorum requirement	JL	Agreed	Review the quorum requirement at the AGM and consider reducing it to 5%.		
July 2023	Provide additional information to members for AGM	JL	Agreed	Include a QR code and landing page on the website for additional AGM information and resources.		
July 2023	Include a board report from the chair in the AGM letter.	JL	Agreed	Include a board report from the chair in the AGM letter.	JL to create	
June 2023	Promote Volunteers Roles at summit	JL	Agreed	To promote volunteers' roles coming up at Summit		
June 2023	Restart Podcast	NL	Agreed	Agreed to re-start		
June 2023	Make impact 25-year celebration	CC	Agreed	The spring conference has a strapline added: 25 years of Impact! Also, to make this a birthday celebration - all agreed.		
June 2023	Marketing Director Agreed	JL	Agreed	Interview panel suggested DF - all agreed.		
June 2023	Explore having sign language interpreters at conference	JH	Agreed	Agreed for sign language interpreters to be looked into for conferences	JH and JL to also look into hearing support.	
June 2023	Standardise bereavement cards	JH	Agreed	Suggestion made to have some cards produced as a standard to send - All agreed.		
June 2023	Make SBS and impact ticket sales more inclusive, e.g. spread	AG	Agreed	Ticket sales to be inclusive. Agreed.		
May 2023	Improve recording of matters arising and actions	JL	Agreed	Board members to ref matters arising/actions assigned to them in their board reports, and circulated prior meeting -agreed.		
May 2023	Investigate creating COO role	JL/SB	Agreed	To investigate a restructure and implementation of the COO role - agreed.	JL/SB	
May 2023	Responsibility matrix including volunteer box	AG	Agreed	Diagram of responsibility matrix including volunteer box could be useful for volunteers and members - agreed.		
May 2023	Membership system	JL	Agreed	Invest £5k in the project. £5k available without ref back to the board, with WB counter sign, to negotiate with Ed. ALL AGREED		
May 2023	Safeguarding	WB	Agreed	Uncorroborated evidence; multiple times should provide us with the ability to take further action. All agreed.		
May 2023	Ethics Policy	WB	Agreed	All agreed to the revised ethics policy distributed with the board pack	WB and SB to distribute.	
May 2023	Pricing Structure	WB	Agreed	EB £35/60. Member £40/£70. Non-member £50. 50% off non-member ticket. All agreed.		
May 2023	Foundation Auction at SBS 23	MP	Agreed	Suggestion for Foundation Auction at SBS 23 to include physical things as well as services. All agreed.		
March 2023	Promote Virtual region at Impact	NL	Agreed	NL would like to speak about the virtual region at Impact! 23 - all agreed		
March 2023	Take care of RPs and let them know they can take time out	WB	Agreed	Importance of making sure that we look after the RPs and make sure they are aware that they can take time out as well - all agreed.		
March 2023	Use external company for Membership survey	NL	Agreed	To use an external company for Membership surveys, but this will incur costs. All agreed.		
March 2023	Automate Speaker Checklist	SB	Agreed	This process should be automated. All agreed.		
March 2023	Update Fellows Criteria	WB	Agreed	All agreed.		
March 2023	Fellows Sponsor does not have to be fellow for set length of time	JL	Agreed	Fellows sponsor has to have been a fellow for a certain length of time or not, in order to nominate/propose someone. All agreed not.		
February 2023	Remove donation to the foundation from application form	NL	Agreed	All agreed to remove from the application form.		
February 2023	Current foundation Application needs reviewed	WB	Agreed	Has to be run through Ethical Officer to make sure there are no conflicts. All agreed.		
February 2023	Volunteer Roles get points for applicants	WB	Agreed	All volunteer roles get points for the applicants - all agreed		
February 2023	Foundation Strategy discussion to be included in main strategy	JL	Agreed	Discuss the foundation strategy as part of the main PSA Strategy session - Agreed.		
February 2023	Book Amnesty at regional events to boost foundation donation:	MP	Agreed	June where everyone can take books along to regional events and make a donation to the foundation. All agreed.		
February 2023	Essence review to be presented to eh board	MMP	Agreed	To present at the Board Meeting - All Agreed.		
February 2023	Add on essence and clarity review to onboarding process for n	JL	Agreed	To add this to the new board - onboarding process. All agreed.		
February 2023	<b>Discussion of the slide deck:</b>					
February 2023	Authorised Goals and objectives	JL	Agreed	shared objectives - agreed		
February 2023	Authorised Value proposition and aims	JL	Agreed	agreed		
February 2023	Authorised Vision statement	JL	Agreed	agreed, with the update of 'product' to 'service' and inclusion of the wider society and community		
February 2023	<b>2020 SWOT analysis</b>					
February 2023	Implementation plan		Agreed	All agreed		
February 2023	Key implementation areas		Agreed	All agreed		
January 2023	Run membership survey	JL	Agreed	Do we want to run a membership survey this year and ongoing: all agreed		
January 2023	Run membership survey before April so results feed into strate	JL	Agreed	Do we want to get this out by April and feed into our strategic plan: all agreed		

Board Meeting Decision	Instigated by	Decision type	Description	Resultant Actions	Resultant Actions
November 2022 Ethics officer role is advertised in WB		Agreed	Ethics officer role is advertised including safeguarding in the role. All agreed.		
November 2022 Board members acting in their capacity WB		Agreed	If board members attend regional events as a board member in a board capacity they can do so FOC. All agreed.		
November 2022 AG Regional Matters	NL	Agreed	Would like to see what the virtual region looks like before making a decision on this. ALL AGREED.		
November 2022 Fellows community presidents re AG		Agreed, NL abstains	Fellows community presidents report to MMP rather than DoR. All in support, with the exception of NL who abstains		
November 2022 Invite the fellows community president JL		Agreed	Invite the fellows community presidents to guest at a board meeting in the future - all agreed.		