

**AIACE-UK**  
**Minutes of the meeting of the National Committee,**  
**held by Zoom video-conference, 21 June 2023**

**Present**

Tom Kennedy (Chairman, TK), Pernille Andersen (PA), John Claxton (JCI), Martin Clegg (MC), Jane Cornelius (JCo), Alan Huyton (AH), Gail Kent (GK), Louise Overbury (LO), Belinda Pyke (BP), John Wiggins (JW).

Apologies had been received from Michael Hocken (MH), Bob Hull (BH) and Emanuela Savoia (ES).

**1. Agenda**

The agenda was agreed with the addition of social care as an item for discussion.

**2. Minutes of the last meeting and Matters Arising**

The minutes of the meeting held on 4th April 2023 were agreed. There were no matters arising not dealt with elsewhere on the agenda.

The report of the AGM, amended following comments from the Committee members, was agreed.

**3. Election of officers and Committee roles**

For the election of Chairman, Martin Clegg took over the Chair. Tom Kennedy was duly elected and resumed his position as chair. The Committee appointed further officers and roles as detailed in Annex One.

The Committee noted with concern the vacancy relating to help with EU Login and JSIS. There were clear advantages in encouraging members to use these tools but also an understanding of the difficulties. In addition to an ambassador on this point we could usefully consider providing training, perhaps with the assistance of PMO and perhaps using national or regional meetings to that end.

The Committee further agreed to the co-option of Louise Overbury to the Committee.

**4. AIACE-UK AGM debriefing**

**Positives**

- The organisation of the meeting by JCo, assisted by others on the Committee and by colleagues in EEAS.
- The catering, which was appropriate and pleasant.
- The high quality speaker.

- Being able to meet in person once again.
- The meeting room enabled a hybrid meeting.

***Points of concern***

- The low attendance both in-person and on Zoom. It was felt this might still be a post-Covid phenomenon and/or the fact that a meeting in mid-June coincides with other commitments.
- The meeting room environment, which despite good technical equipment, suffered faulty toilets and air-conditioning.

The Committee agreed to take these points into account for future meetings, which would wherever possible be of a hybrid variety.

## **5. AIACE-UK General Meeting**

The Committee agreed that this could take place in mid November, according to the availability of a speaker, and we would try again to use Europe House for a hybrid meeting.

BH had proposed a speaker and the Committee was content to delegate this decision to him.

Several members emphasised the importance of proposing constitutional changes to this meeting so that the disputed question of whether a person present on Zoom at a meeting could be counted as being present for the purposes of the Constitution.

## **5. UK Branch matters**

### ***5.1 Membership team***

JCo and ES reported the ongoing work of maintaining the database and dealing with new and departing members.

MC requested access to the membership database for the Ambassadors. AH would arrange.

### ***5.2 Membership lists***

It was agreed that new members could receive the full list but with reduced data (name, email, town, region). AH would create a report linked to the membership database to automate the procedure.

### ***5.4 Treasurer's Report***

JW reported that the finances remained in good order. He was awaiting clarification from AIACE International on the need to submit audited financial accounts.

### **5.5 Connect**

BPy announced that the next edition would be produced and distributed later this month. It would include the Secretary's AGM report and as a new feature the list of new and of deceased members. Following requests from the membership, it was agreed to include a three line biography of each Committee member.

### **5.6 Social Care**

GK as coordinator of the topic agreed to take over the project of a questionnaire to members. The meeting discussed the merits and challenges of providing information and guidance to our members on this important topic, agreeing to wait for GK's recommendations.

### **5.7 Regional Convenors**

The Committee welcomed the offer from Anne Mallaband and Helen Barnes to take over the role of London Convenor. It would be important to write to all members with this news and clarify the situation, especially in relation to the role of the previous convenor.

The Committee further welcomed the new convenor, Christopher Shaw, for the 'Wessex' region.

TK would write to welcome the new convenors.

A revised list of convenors is at Annex Two.

The Committee discussed how best to support the financial burdens that convenors had to take on when organising regional meetings following reports from AH, BP and LO on this sensitive matter. BP noted that the previous Oxford convenor had regularly been out of pocket following meetings. On JW's suggestion, it was agreed that convenors would consult the Treasurer before entering into a commitment, that the organisation would then underwrite the costs of a meeting or even, for example in the case of the London region, take on the responsibility for costs directly (this was a condition from the new London team). JW pointed out that we did not have the funds to finance all regional meetings (and indeed to do so contravened our Constitution).

It was agreed to invite convenors to attend the September committee meeting.

### **5.8 JSIS Forms**

It was agreed to email or post, as appropriate, the new form for glasses reimbursement to all members.

### **5.9 Regional meetings**

Meetings had been organised as follows:

South (26/6), Scotland (27/6), Oxford (30/6). LO was organising a meeting for the Eastern Region..

### **5.10 Website**

ES reported by email that she was busy updating the website with documents relating to the AGM.

### **5.11 Future meetings**

These were scheduled as follows. 26th September (hybrid) and 21st November (Zoom). The latter was to be confirmed depending on the date of the next GM. Two members felt that the evening timing of the Zoom meetings should be altered and the Chairman agreed to address the point at the next meeting.

PA energetically underlined the importance of making our meetings, both at Committee level and national level, attractive and purposeful. The Committee could usefully invest in time and reflection on what we wanted to achieve and how to do it.

### **5.12 Attendance at the October AIACE International Board meeting**

This point was left for later clarification.

## **6. Any other business**

There was no further business.

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## Annex One - Officers, roles and responsibilities 2023-24

Office/Role	
Chairman	Tom Kennedy
Vice-Chairman	Bob Hull
Secretary	Alan Huyton
Treasurer	John Wiggins
Membership	Jane Cornelius, Emanuela Savoia
Connect	Belinda Pyke, John Claxton
Vox	Belinda Pyke
Social Care	Gail Kent
JSIS	Michael Hocken, John Claxton
Pensions	Martin Clegg, Pernille Andersen
EU Login, JSIS online	Vacant
Survivors	Louise Overbury
Joint Webmaster	Alan Huyton, Emanuela Savoia
Email	Alan Huyton
Zoom	Alan Huyton
AIACE Int delegates	Tom Kennedy, Bob Hull
AIACE Int alternates	Alan Huyton, Belinda Pyke, Gail Kent

## **Annex Two - Regional Convenors, June 2023**

Eastern - Arthur Pooley: [arthur.pooley@outlook.com](mailto:arthur.pooley@outlook.com)

Kent - Pernille Andersen: [pernille2409@aol.com](mailto:pernille2409@aol.com)

London - Anne Mallaband: [annemallaband@googlemail.com](mailto:annemallaband@googlemail.com) , Helen Barnes:

[helen.barnes@missingelephant.com](mailto:helen.barnes@missingelephant.com)

North - David Baxter: [baxterlincs@gmail.com](mailto:baxterlincs@gmail.com)

Oxford - Belinda Pyke: [pykebelinda@gmail.com](mailto:pykebelinda@gmail.com)

Scotland - Alan Huyton: [ahuyton@gmail.com](mailto:ahuyton@gmail.com)

South - Martin Clegg: [martin\\_clegg@btinternet.com](mailto:martin_clegg@btinternet.com) , Richard Hay: [richard.hay3@btinternet.com](mailto:richard.hay3@btinternet.com)

South-West - Anthony Smallwood: [anthony.smallwood@gmail.com](mailto:anthony.smallwood@gmail.com)

Wales & 'Marches' - Helen Harris-Burland: [tcmitw@btinternet.com](mailto:tcmitw@btinternet.com)

'Wessex' - Christopher Shaw: [cshaw51@icloud.com](mailto:cshaw51@icloud.com)