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**MINUTES OF EVENT INDUSTRY FORUM BOARD MEETING HELD ONLINE ON TUESDAY 10TH MAY 2022**

**In attendance**

Steve Heap, Chair

Carl Hagemann

Jim Winship, Secretary

Mark Laurie

Eric Stuart

Paul Hooper

**Welcome**

Steve Heap welcomed everyone to the meeting

**Minutes of Last Meeting**

These were unanimously agreed.

**Review of Aims & Objectives of EIF**

The meeting discussed the questions raised originally as part of Resolution 2 and agreed broadly that EIF should be seen as an umbrella organisation for the outdoor events industry bringing together the various trade bodies representing this sector.

It was also agreed that the principle aim of the Forum should be to publish the Purple Guide but it was agreed that instead of the Board defining the organisation and its funding, this should be put to the full membership for their views. It was agreed that the Chair and Secretary should put together a short briefing document/questionnaire setting out the current situation on each question and inviting members to comment.

This should also include what the members would like to see EIF’s accumulated funds spent on (e.g. grants, lobbying, PR etc.).

It was further agreed that members should be invited to discuss their views in an open members meeting to be held on 7th June (see below).

**Grant Applications**

Jim Winship reported that of the six outstanding grant applications that the Board had identified for possible support, only two had responded to invitations which he had sent out asking whether they were still looking for funding. Both Steve Heap and Eric Stuart declared that they would not take part in any vote on the remaining two as both had interests in them.

Steve Heap told the meeting that he would withdraw the AFO application as he felt it inappropriate at the current time, and as a Board member, to pursue it. However, the Board generally felt that the UKCMA application should be put out for the full membership to decide as security is such a major concern for the industry at the current time.

It was further agreed that in future EIF members would be consulted on grant applications, although the final decision must always remain with the Directors who have a legal responsibility for the management of EIF. The process in future would be that the Board would assess initial applications to ensure that they met the criteria set out for grants then, those that complied, would be circulated to members for their views before the Board took a final decision.

It was also agreed that the new Financial Director should also undertake financial checks on those applying for grants and should establish checks that the grants are correctly spent.

**Role of Chair and Secretary**

The Board discussed the brief’s provided setting out the roles of both the Chair and Secretary. Paul Hooper asked that the statement “Representing EIF at meetings with other bodies” should state shared with other Directors not just the Chair. Otherwise the documents were unanimously adopted.

**J&M Contract**

The Board considered the draft contract with J&M. Paul Hooper suggested that clauses 23 and 24 should state ‘with the approval of EIF’. He also suggested that in clause 25 the word ‘autonymous’ should be replaced with ‘reasonably’. He agreed to draft more appropriate wording and circulate it to Board members. Steve Heap to speak to the Managing Director of J&M Group about making the changes. Otherwise the contract was agreed subject to those changes. Jim Winship did not take part in this discussion due to conflict of interest.

**Financial Director**

Jim Winship reported that, despite extending the deadline for applications, no nominations had been received from members for the position of Financial Director. Carl Hagemann suggested that if no member came forward, the Board should consider appointing a professional from outside EIF. It was agreed that the Chair should write again to members to see if someone would come forward but in the meantime Mark Laurie agreed to explore how the Forum might go about recruiting someone for the role.

**Susan Tanner Resignation**

Steve Heap expressed regrets that Susan Tanner had tendered her resignation as a Director and this was acknowledged by the Board. Jim Winship to notify Companies House.

**NOEA Resignation**

While the Directors were saddened that NOEA Council had decided to leave EIF, there was concern over the way this had been handled through a letter to the Chair of EIF from NOEA President Tom Clements which had simultaneously been delivered to all EIF and NOEA members, particularly as the letter contained a number of inaccuracies and erroneous allegations.

The Directors agreed that the Forum should rise above this and should not respond, although those named in the letter should be free to react as they felt fit.

It was agreed that the Chair should write to EIF members simply to correct some of the inaccuracies.

**Events APPG**

Steve Heap expressed concern that the Secretariat for the APPG was more focused on conferences, exhibitions and tourism than outdoor events and he did not feel that the chair of the APPG, Theresa Villiers MP, was receiving sufficient briefing on outdoor events. Paul Hooper said that he had engaged with Theresa Villiers through her PA and said he would share the contact details with Steve Heap. Jim Winship also said that he would speak to lobbyist Andrew Bingham about how to get closer to Ms Villiers.

**Next Meeting**

It was agreed that a full Forum meeting should be held on 7th June in the afternoon. The Secretary to set this up.

Circulation: Board Members