



Central Executive

Minutes

Chair-approved minutes from the meeting on Friday, 19th June 2015.

1 Welcome and apologies

Chairs: Fiona Harvey, Doug Gowan (online),

Present: Diana Laurillard, Sarah Sherman, Sheila MacNeill, Claire Donlan, Shirley Evans, James Clay, Haydn Blackey, Alastair Clark, Martin Hawksey, Maren Deepwell. Guest: Daniel Clark

Apologies received from: Malcolm Ryan, Matt Lingard

2 Any other business

None identified.

3 Constitution and establishing of ALT as a CIO

Trustees noted ALT Members passing the resolution for incorporation as a Charitable Incorporated Organisation at the AGM 2014 and the subsequent establishing of registered charity no. 1160039 on 20 January 2015.

4 Matters arising since the AGM Sept. 2014

There were no matters arising.

5 Chief Executive's report on the transition and AGM 2015

Trustees welcomed this first report presented by MD. Key points:

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| Item 1: CIO established | ALT's application has been approved and the new CIO has been established: Registered Charity Number 1160039 - ASSOCIATION FOR LEARNING TECHNOLOGY. We are currently updating our details with the Charity Commission. |
| Item 2: Constitution | The Constitution as approved by Members at the 2014 AGM is at https://www.alt.ac.uk/sites/alt.ac.uk/files/public/ALT_CIO_AM_Draft_Constitution_AGM_2014.pdf |

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| Item 3: Information about the CIO on the ALT website | In advance of the AGM we are setting up a dedicated page on the ALT website that will provide information for members and suppliers regarding the transition. |
| Item 4: AGM: resolution to be passed | At the AGM, Trustees will present the Resolution to accept the assets and liabilities of the unincorporated charity. |
| Item 5: Transfer agreement and related schedules | We are currently working on the schedules for the transfer agreement, which includes a list of all contracts, assets and liabilities to be transferred. Fortunately there are currently no restricted funds to be transferred and in addition to ALT not having any direct employment contracts this should be a straightforward process. |
| Item 6: Planning for the transition | <p>The transition will take place between now and the end of the financial year, 31 January 2016. While there are a number of key actions to be completed before the AGM in order to enable ALT's members to pass the transfer resolution, we aim to complete the bulk of the practical actions after the Annual Conference. We are in regular liaison with our legal advisors to plan the transition.</p> <p><u>Trustees considered:</u></p> <p>1 - The current Trustee working group needs to be refreshed to be led by Fiona Harvey, joined by the new Honorary Treasurer and include the new Vice-Chair.</p> <p>2 - We need to find and appoint new financial advisors/accountants to provide advice throughout the transition and in the run up to the end of the financial year.</p> <p>Trustees agreed to refresh the working group and to invite incoming Trustees to the upcoming GPC meetings in July and August ahead of their formal appointments;</p> <p>Trustees also noted that new conflict of interest declarations and related documents will need to be completed ahead of the AGM;</p> <p>Trustees discussed that the new CIO will specifically endorse the strategic aims and values of the existing charity as well as the minutes from the recent meetings of the Central Executive and related actions.</p> |

6 AOB

No other business.

7 Dates of next meetings

9th September 2015 (Manchester, Convening Meeting) and 19th November 2015 (London)

Minutes written by: MH,MD / 19 Jun, 9 July 2015

Reviewed by: FH, GD, 13 July 2015