Board meeting for Campbell Collaboration Ltd

(UK entity)

Monday 9 September 5:45pm Stages Hotel, Prague
This meeting followed the Board meeting of the Campbell Collaboration earlier in the day.

Present:

Sarah Miller (Board member)
Sandy Oliver (Board member)

Agenda

Item 1: Minutes of the last meeting
Item 2: Actions arising from the last meeting
Item 3: Registration as a UK charity
Item 4: Financial report
AOB:
Date of Next Meeting

Minutes

Item 1: Minutes of the last meeting

SO had drafted minutes of the last meeting (May 2024). SM approved them.

Item 2: Actions arising from the last meeting

Action: SM will check the applicability of the Campbell Collaboration's procedures for dealing with conflicts of interest to Campbell Collaboration Ltd.	**Ongoing**: No information is available on the Campbell website. SM will ask the secretariat.
Action: The Board agreed to discuss plans for membership when meeting in Berlin in June 2024. SO will request an item on the agenda for the Board meeting of Campbell (international) Collaboration.	**Ongoing**: As the strategic direction of the Campbell Collaboration is likely to be influenced by funding opportunities and decisions in the near future, this question will be revisited when applying for UK charity status.
Action: Although byelaws are not essential, the Board will inspect these for their suitability for Campbell Collaboration Ltd.	**Decision:** Campbell Collaboration Ltd. will continue without byelaws for the foreseeable future.
Action: SO will request a financial report from Will Moy.	**Completed**: SO submitted queries to WM by email, and compiled a financial report from his responses
Action: SO will check	**Ongoing:** SO will check the legal requirements for independent review (or

	audit) of a charity of this size after receiving the first monthly financial report.

Item 3: Registration as a UK charity

The situation is unchanged since the last meeting. The decision to set up charitable status in EU & UK was supported by all Board Members of the international organisation at their meeting in October 2023. Will Moy embarked on this, but progress has stalled.
Action: SO to ask WM to progress registration as a UK charity before the next meeting.

Item 4: Financial report

Campbell Collaboration Ltd employs Will Moy, the CEO of Campbell Collaboration. SO compiled this financial report from information supplied to the Trustees by email from the Campbell Chief Executive (Will Moy).

A Lloyds bank account was set up with the following authorised signatories: the two trustees (SO and SM) and the Chief Executive (WM). The trustees subsequently authorised the following:

1. Adding Santina LeBrun, Operations Manager, as a signatory on this account (she is also on Campbell's US account).
2. Adding Emma Houghton, Campbell's accountant at Sedulo, as a signatory on this account
3. Making routine salary payments each month as instructed by the accountants
4. Setting up a direct debit with the pension provider

Safeguarding procedures: Two people are involved in executing any payments. For salary payments to the Chief Executive, neither of them is the Chief Executive. For the two additional signatories no conflict of interest arises as these are staff in Canada who are both paid by the Bruyere Research Institute, not Campbell Collaboration Ltd.

At present the only transactions that need to go through that account are the Chief Executive's salary and pensions. The routine procedures involve: the payroll team at our accountants calculating salary payments and filing salary information with HMRC, the accountant setting up the payment on our US bank account, and Campbell's Operations Manager (SL) signing approval. The pension provider requires a direct debit. Trustees have access to full details online. WM committed to the secretariat providing monthly reports. This was confirmed at Campbell Collaboration Board meeting on 9 September 2024.
Action: Santina LeBrun will ask Campbell's accountant to provide monthly reports starting September 2024.

A risk register was started at the Campbell Collaboration Board meeting on 9 September. The Chief Executive (WM) is planning a formal 'delegations framework' to set out who is authorised to sign approval for, within what limits, and what payments need to go to a trustee or the board. This is likely to distinguish routine payments such as salaries, insurance, etc. that appear in the budget and can be authorised by trustees

in that context, from non-routine payments that require the trustees' permission on each occasion.
Action: Trustees to ask about progress of the risk register at the next Board meeting of the Campbell Collaboration (international entity).

At the Campbell Collaboration Board meeting on 9 September, the Chief Executive (WM) of Campbell Collaboration reported the following progress:

> Having the UK entity will be helpful for pursuing funding from the Economic and Social Research Council. We have now successfully opened a bank account, which was a necessary precursor to getting charity status. Once our funding situation is clearer we will be instructing lawyers to:
>
> 1. provide a job contract for the CEO
> 2. Draft the agreement between the UK and US entities
> 3. Finalise the application for charity status

AOB

None

Date of next meeting

To be arranged.