

## **Publish What You Fund Board of Directors meeting 27<sup>th</sup> March 2018**

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### **Attendees**

- Giles Bolton (Chair): GB
- Claire Hickson: CH
- Paul Lenz: PL
- Simon Gill: SG
- Catherine Turner: CT (Staff)
- Elise Dufief: ED (Staff)
- Linda Grimsey (Staff)
- George Ingram (Observer)
- Sally Paxton (Observer)

Apologies: Hetty Kovach: HK

### **Agenda**

#### **Part 1**

1. Welcome & Overview
2. Minutes from December 2017 Board meeting
3. Board and staff Links moving forward
4. Finance Report & HR Updates
5. Safe Guarding Policy
6. CEO Recruitment
7. Organisational Strategy
8. Updates: Index
9. AOB

### **Minutes**

#### **1. Welcome and Overview**

**GB:** Welcomed board and SMT and gave brief overview of agenda

#### **2. Minutes from September 2017 Board meeting**

Minutes Part 1 agreed (part 2 for revision)

#### **3. Board and Staff Links**

**GB** introduced the way forward of closer Board and Staff links with channels to increase understanding and participation including increased feedback to ensure helpful board and elevate last minute decisions.

- Finance Committee to take on role as HR Committee as part of its remit

#### **4. Finance Report**

##### **SG: Reported to the board:**

- Accounts signed and uploaded to website, IATI and Companies House
- Current underspend reducing shortfall
- Omidyar & Interaction fully spent and projects completed
- Hewlett FA in line with budget and timeline
- Hewlett US budget to be reviewed
- DFID grant received and EU in progress
  
- Cashflow: Noted the need to retain unrestricted fund at 3 months

##### **Agreed by FC and ratified by Board**

- Increased Staffing budget for transition period
- Budget for CEO recruitment
- Reiterated additional bank signatories: Catherine Turner: Director of Advocacy and Simon Gill: Treasurer

**SG:** Well done and thank you to staff

#### **5. Safeguarding Policy:**

CT presented proposed policy, essential for funders and especially as PWYF moving to more in country work.

- Important to be aware of responsibilities at the same time as protecting ourselves
- Covers key areas: Recruitment, Overseas visits
- **Nominated safe Guarding trustee: Giles Bolton: Chair**

#### **6. CEO recruitment**

LG presented the CEO recruitment paper

- CEO JD reviewed comments noted and included in revised JD and PS
- Agreed flexibility of role (Discuss with Agency)
- Agreed SMT to proceed with Prospectus, already have good track record.
- Time line, salary and advertisement to be agreed in consultation with Prospectus.
- CT to be Acting CEO during the transition period
- Staff acting up to be recompensed
- GB to lead interview panel

#### **7. Organisational Strategy**

CT presented the paper on Developing the Strategy with proposed time line

- Outline: Vision, Mission and Objectives
- The process: pooling existing ideas and plans
- Outline Strategy
- Consult Board and stakeholders
- Before finalising

## **Meeting pre-June board meeting for agreeing final version**

### **8. Index Update**

#### **ED presented the Index paper**

- Finished second run of data and looked at quality
- DQT tool a success
- Change of methodology proved a success and relevant.
- Data set will be ready this week
- Next steps: Analysis and case studies for 'Why transparency matters'
- Launch and comms plans for DC launch in June
- Will include: Index, strategy and transparency in general
- SP & GI: Launch will be at Brookings and to be relevant and more than just the Index as wide a message as possible
- GB: Aid industry proven not perfect, need to get serious again, transparency would support this.
- Strong support in the US for the US Foreign Assistance project in general
- GI: Agree as this is a lot to do with transparency.

#### **Next meeting**

- **Organisational Strategy (Final version) date in May to be arranged**
- **Board meeting in June to be confirmed**