

**MINUTES OF THE CHS ALLIANCE BOARD**  
**6 and 7 December 2021**  
**Virtual Meeting via Zoom**

**PRESENT:**

Hana Abul Husn (HAH), Mohamed Almasri (MA), Michael Barnett (MB), John Beverley (JB, treasurer), Allan Calma (AC), Lola Gostelow (LG – in coming Chair), Yegana Guliyeva (YG), Coleen Heemskerk (CH), Rehema Kajungu (RK), Jacqueline Koster (JK), Susan Otieno (SO), Meg Sattler (MS), Marina Skuric Prodanovic (MSP), Robert Sweatman (RS, interim Chair)

**APOLOGIES:**

Shama Mall (SM Vice Chair – day 1)  
Meg Sattler (MS – leaving early on day 1)  
Mohamed Almasri (MA – not joining on day 2)

**IN ATTENDANCE:**

Tanya Wood (TW, Executive Director/ED), H el ene Maillet (HM, minutes only)

**INVITEES:**

Rosa Argent (RA, Director of Communications, Membership and Outreach), Patrick Hartmann (PH, Director of Support Services/CFO), Adrien Muratet (AM, Verification Lead), Melissa Pitotti (MP, CCCAO Manager), Tim Boyes-Watson (TBW, Global Director, Insights and Influence at Humentum), Matthew Carter (MC – Board representative on CHS Steering Committee)

**1. INTRODUCTION AND PROCEDURAL MATTERS (paper 01)**

*The Board is requested to approve the agenda and minutes September Board meeting.*

**1.1. Welcome, apologies, declarations of interest and agenda**

RS, interim Chair, opened the meeting. He welcomed Lola Gostelow as the new Chair of the Board, appointed by the membership during the General Assembly, 29 November to 3 December 2021. He announced the appointment of Sarah Pelicaric (CAFOD) and Michael Wickham-Moriarty (Plan International) as new Board members, who will join the Board meetings from 2022.

He thanked Board members for their contribution to the CHS Exchange last September and reminded all about the mission and vision of the CHS Alliance.

The meeting was **quorate** and had been convened according to the Statutes. Apologies were noted. There was no declaration of interest.

The **agenda was approved by consensus**

**1.2. Minutes of 21 & 23 September Board meeting**

There were no changes to the minutes of 21 & 23 September 2021 Board meeting as circulated in paper 01.

**The minutes of 21 & 23 September 2021 Board meeting were adopted as a true and correct record of the meeting.**

### 1.3. Action arising not appearing elsewhere on the agenda

Item 240: data protection policy is up to date – to close.

The actions arising document **was noted**.

**Action:**

- ◆ *HM to update action arising document on item 240*

### 1.4. Governance Calendar

The date for next Board meeting in March was proposed to be changed to 29 & 31 March 2022 (instead of 28&29 March as in Governance calendar).

**Action:**

- ◆ *HM to send Outlook invites.*

### 1.5. Board evaluation

The Chair highlighted the main feedback received from members after the last Board meeting.

## 2. EXECUTIVE DIRECTOR REPORT (paper 02)

### 2.1. ED update

ED presented her quarterly report to the Board. Highlights of the reports were:

- Development of the new CHS Alliance strategy
- Launch the Humanitarian Accountability Report (HAR) in June 2022
- Recruitment of the CHS Revision Manager in process
- Verification platform being built
- Launch of whistleblower protection guidance and investigation guidance being developed
- New training offers
- New Fundraising and Donor Coordination Manager and Director of Programmes to start early 2022. HR support advertised
- Geneva Office move planned for 2022

ED and Chair captured Board's views on risks and opportunities

**The ED report was noted.**

## 3. STRATEGY (paper 03)

RA and MP attended the session.

YG left the meeting – meeting still quorate

A first draft of the strategy was shared with the Board to comment on before it is circulated to the membership. Board members shared some comments on the document in writing prior to the meeting and during the meeting.

**The Board agreed on the first draft being circulated to the membership with inclusion of the discussions of the day.**

YG re-joined the meeting

**Action:**

- ◆ *Secretariat to include Board's comments and circulate to membership as of 10 December 2021.*

**4. MNC REPORT (paper 04)**

RA attended the session.

MS left the meeting – meeting still quorate

**4.1. Membership applications**

RS presented the seven applications recommended by the MNC for membership:

- Stichting Red een Kind (Help a Child) – full membership
- Tearfund Ireland – full membership
- SOS Children's Villages International – global network (full)
- Association Malienne Pour le Développement Rural (AMPDR) – full membership
- Centre for Humanitarian Analytics – associate membership
- Gazze Destek Derneği – full membership
- Plan International – changing to global network

**The Board approved the seven applications.**

**Action:**

- ◆ *Comms team to follow up with newly accepted members*

**4.2. Governance**

RS reported that the MNC has discussed options for 2022 General Assembly meeting, including having a hybrid meeting (both online and in person).

The December General Assembly had agreed to the motion to permit the 2022 General Assembly to be held online rather than in person. This would be a Board decision, although at present the planning assumption is that it will be held online.

The next GA will be held on 27 September. There will be seven vacant seats for Board members. Regarding Board elections, MNC suggested that:

- we will only publish the names of those elected.
- we will not publish the numbers of votes made for each candidate.
- for those standing in the Board elections – on request - we will provide the ranked number of votes for all candidates, anonymised except for the individual requesting the results.

**The Board approved the suggestions made by the MNC.**

**DAY TWO.***in camera session***5. VERIFICATION UPDATE (paper 05)**

AM and TBW attended the session. TBW reported to the Board on the work of the Verification Advisory Panel (VAP) over the past 12 months.

Board members suggested organizing a co-learning session between Board and VAP to exchange experience, better understand and learn from each other.

AM presented recommendations to the Board on changes to the Verification Scheme.

Board agreed

- The recommendation about change in the accessibility of the Self-Assessment - all organisations are offered access to the Self-Assessment tools and can complete their Self-Assessment. Members of the CHS Alliance have access to exclusive services on data visualization and have their Self-Assessment report and improvement plan reviewed and validated by the CHS Alliance secretariat.
- change in the title from “Validated CHS Self-Assessment” to “CHS Self-Assessment” to reflect her above change
- amendments to the text of the verification scheme, adding detailed description of the three options and amending text in Claims and Annexes sections.

The Board discussed at length the proposed change of timeframe from four years to three years for certification and independent verification. The proposition led to some questions which needed further analysis with the key stakeholders (DEC and the externally verified members). The discussion also triggered wider questions about the role of independent verification and certification which will need to be addressed in a broader review.

**The Board delayed the decision on change of the certification and independent verification cycle until the next Board meeting in March 2022.****Action:**

- ◆ VAP to reconsider the issue of verification cycle and re-submit to the Board in March 2022

The interim Chair thanked TBW for the work achieved by the VAP.

**6. SALARY REVIEW (paper 06)**

PH attended the session.

The ED updated the Board on the decision to hire a HR consultant to support the finalization of the remuneration framework review and provide recommendations on CHS Alliance’s HR system and processes.

## 7. FRAC REPORT (paper 07)

PH attended the session.

JB, Treasurer, congratulated the Secretariat for bringing more funds this year. Level of membership fees collection has been high. He highlighted that the reserve level is also very good and presented the funding pipeline and draft budget for 2022.

JB updated the Board on the interim audit (with new auditors) which took place on 24 - 26 November.

**The Board approved the draft budget 2022.**

MB left the meeting – meeting still quorate

## 8. BRIDGING WORKPLAN (paper 08)

The ED presented the activities planned for 2022, explaining that this will be reviewed in March when it is aligned with the new strategy.

She again highlighted some important events in 2022: launch of the HAR (June), General Assembly (27 Sep), CHS Exchange (28-29 Sep), HHR.

The interim Chair congratulated the team for the work planned in 2022 and the interim workplan was approved.

## 9. AOB

It was the last meeting of Robert Sweatman as interim Chair. He handed over to Lola Gostelow, new appointed Chair. JB and TW thanked RS for the fantastic work as interim Chair and the support he provided in many capacities.

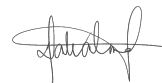
The interim Chair thanked everyone and the Secretariat for preparing this meeting.

*End of the meeting*

*Robert Sweatman*

Robert Sweatman (Jul 25, 2023 15:55 GMT+1)

Robert Sweatman, Interim Chair of the Board



Allan Calma, member of the Board

PP



H  l  ne Maillet, minutes' taker












# Board Minutes\_Dec2021\_final

Final Audit Report

2023-07-28

Created:	2023-06-22
By:	HR Alliance (hr@chsalliance.org)
Status:	Signed
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