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**RESOLUTION 0002: ADOPTION OF OPERATIONAL PRACTICES AND TARGETS**

Agreement was reached by the Directors via an online meeting on 25th April 2022.

In attendance were:

Steve Heap, Chair

Jim Winship, Secretary

Susan Tanner

Carl Hagemann

Eric Stuart

Mark Laurie

Paul Hooper sent his apologies as well as notes which he sent to the Chair.

1. **Expenses:** Directors to be able to claim travel costs while on EIF formal business.   Travel to be managed to minimise costs (e.g. second class train fare) with mileage charged at the current HMRC rate and receipts provided wherever possible. **Agreed by majority. Susan Tanner abstained. Jim Winship and Steve Heap abstained due to potential conflict of interest.**
2. **Stipends:** Chair and Secretary to receive a stipend fee of £750 per month with effect from February 1st, 2022 in recognition of the time spent on EIF business.   This to be index linked (using the latest Bank of England cost of living index) at 1st April each year. Job descriptions to be drawn up for both positions. **Agreed by majority. Susan Tanner abstained. Jim Winship and Steve Heap abstained due to potential conflict of interest.**

1. **Membership Fee:** Full membership of EIF to only be open to representative bodies, such as trade associations, and each to pay an annual fee of £50 + VAT. This to be index linked using the Bank of England cost of living index. This to be reviewed in April each year. **Unanimously agreed.**

1. **Associate Membership** to be available to non-trade/representative organisations that can contribute to the Forum (e.g. the police) but these organisations can only advise and will not have a vote within EIF. **Unanimously agreed**
2. **Financial Director** to be appointed. Nominations to be sought from Forum members based on outline for role provided by EIF Secretary. . **Unanimously agreed.**
3. **Reviewing of Purple Guide:** This to be a priority for 2022. **Unanimously agreed.**
4. **Purple Guide Author Payments:** Those involved in writing chapters for the Purple Guide, or on working groups, to continue to do so on a voluntary basis. However, authors to be able to claim any expenses incurred provided they are agreed in advance by the Chair/Secretary. This to be reviewed by the Board at 1st April each year. **Majority agreed that writing of chapters should be on a voluntary basis. Carl Hagemann voted for authors to be paid. Susan Tanner abstained. The Directors unanimously agreed that expenses should be reimbursed.**
5. **EIF and Purple Guide Websites** to be reviewed and updated.  The Chair to form a subgroup to advise on this.  **Unanimously agreed.**
6. **Primary Authority status for the Purple Guide**. EIF to pursue Primary Authority status as a priority. Concerns raised by some Board members to be taken into consideration in developing this. **Majority agreed. Carl Hagemann abstained.**
7. The annual subscription for the Purple Guide to remain at £30 including VAT. **Unanimously agreed.**
8. The annual subscription for the Purple Guide Lite to remain at £12 including VAT   **Unanimously agreed.**
9. **Subscription rates for the Purple Guide** to be reviewed in April 1st each year. **Unanimously agreed.**

1. **Newsletter:** EIF to produce a quarterly Newsletter for all members written by Board and other members.  Edited by Chair/Secretary and digitally delivered. **Unanimously agreed.**

1. **Administration:** EIF funds will be used to pay £15,000 per annum to J&M Group to cover the costs of maintaining the EIF and Purple Guide websites, dealing with day-to-day queries and providing accounting services This to be index linked (using the latest Bank of England cost of living index) and reviewed at 1st April every three years. J&M Group to draw up a contract. J&M Group to draw up a contract for Board approval. **Unanimously agreed.**

1. **Board Meetings:** The Board to meet four times a year. Finance report to be provided to the Board at each meeting. Timing of meetings to be confirmed nearer the date. Priority to be given to face-to-face meetings. **Unanimously agreed.**

1. **Member Meetings** should to take place up to four times a year with at least one being face-to-face. **Unanimously agreed.**

1. **EIF Membership**. EIF members to actively encourage other relevant outdoor event representative organisations to join EIF. **Unanimously agreed.**

1. **Industry Profile**. EIF to actively seek to raise its profile across the outdoor event industry by:

1. Members displaying the EIF logo on emails, letterheads, websites, and publicity.
2. Displaying all member logos on the EIF website.
3. Listing all the panels, committees and industry groups where EIF is represented, as well as those contributing to its guidance, on the EIF and Purple Guide websites.
4. Listing on the EIF website all the grants awarded by EIF with brief details.
5. Making minutes of EIF Member meetings openly available on the EIF website.
6. Considering the cost effectiveness and value of having a formal presence at shows and exhibitions (i.e. Showman’s Show and the EPS.) in support of member organisations and promotion of the Purple Guide.
7. Considering the appointment of a PR consultant to undertake adhoc publicity for EIF, particularly on issues that it is lobbying about. Brief for agency to be agreed in advance by the Board.

The above were **unanimously agreed.**

1. **Circulation of Statements:** Where EIF makes statements, appeals, requests or demands to HM Government or others on behalf of members and the industry, the members to be given the opportunity to comment and +/- the content. Members to also have an opportunity to withdraw from any list should they wish.   Members will generally be given 48 hours to respond and non-response will be taken as agreement.   The EIF Board will have final edit responsibility. **Unanimously agreed.**

1. **Three Year Plan.** EIF Board to write a 3-year plan to include

1. Who are we?

1. What do we do?

1. How are we funded?

1. How are funds used?

1. What is our short-term and long-term plan?

**The Board unanimously agreed to defer this item and to organise a face-to-face meeting to discuss this with the wider Forum membership prior to drawing up a plan.**

**Signed Steve Heap (Chair). ……………………………………………….**

**Date: ……………………………**