

# The Royal Engineers Association

(Registered under the Charities Act 1992 and a charity registered in Scotland)

Patron: HER MAJESTY THE QUEEN



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13 Feb 2021

Dist: All Board and Committee members

## Minutes of the 7th meeting of the Royal Engineers Association Board of Trustees held online on Friday 10 September 2021

### 1. Welcome and Apologies

#### Apologies:

Col Matt Quare MBE

Jane Thompson

Jeffrey Jupp

#### a. Conflicts of Interest

None declared.

### 2. Confirm minutes of previous meeting of the Board of Trustees on 17 May 2021

#### Confirm the accuracy of the minutes of the meeting.(a full transcript is available)

The board confirmed the previous minutes were a true record of the meeting of 17 May 2021

Proposed ACSeconded LI

#### a. Matters Arising from previous meeting

1. Property investment covered under finance in agenda item 3
2. Chief Royals Commendation this will now be considered by the CEO and candidates forwarded in December
3. MQ to confirm if Corps will remain at 10% of the Army
4. KK to increase awareness of the REA Support for Corps Activities in the annual report and marketing efforts. Covered under the proposed strategy
5. KK to ensure that AFS returns improve in 2021
6. Risk Management - to be submitted to Charity Commission
7. Strategy - outlined under item 4
8. Ballard Award - award board to consider suitable expeditions for 2021 award

**i. Property investment covered under finance in agenda item 3**

Property has now been secured in Ebbsfleet at £475k

**ii. Chief Royals Commendation this will now be considered by the CEO and candidates forwarded in December**

No nominations were proposed for 2021

**iii. MQ to confirm if Corps will remain at 10% of the Army**

As the current review of the forces is underway this item was carried over to the next board meeting. AD requested that an impact report be presented to the board at the next meeting to show the size of the Corps and the impact on investment and membership. Action KK, MQ, IS

**iv. KK to increase awareness of the REA Support for Corps Activities in the annual report and marketing efforts. Covered under the proposed strategy**

This is core to the digital transformation strategy

**v. KK to ensure that AFS returns improve in 2021**

KK assured the board that action was being taken to improve the return of AFS by branches and groups this will include Zoom briefings to branches and groups in November and contact all branches directly. The issue will also be raised at the AGM

**vi. Risk Management - to be submitted to Charity Commission**

The board agreed that the revised risk strategy paper should be included on the Charity Commission Website.

**vii. Strategy - outlined under item 4**

**viii. Ballard Award - award board to consider suitable expeditions for 2021 award**

No applications have yet been presented

**3. Honorary Treasurers Report**

CD outlined the salient points in the Report. In particular he noted that the current level of investment provided a sufficient and secure level of return that enabled the association to meet all its commitments and also to support larger projects as and when they arose.

**a. Update on 2021 FOO, Balance Sheet and Investment Valuation**

IS gave detailed explanation of the current FOO, with a modified layout giving greater granularity to the board of particular areas of investment and income. The board was satisfied with the changes to the FOO and the levels of investment and thanked the Corps Treasurer for the excellent work in preparing the report.

The board approved the budget for 2022 subject to any changes required as a result of financial commitments agreed at this board meeting.

**b. Property investment**

A property investment opportunity has been identified and secured at a cost of £480,000, the reservation fee has been paid, solicitors engaged and the deposit is due to be paid. Completion will be in mid February with tenants hopefully taking occupation at the end of February.

Property build is on schedule

**c. Investment update**

IS advised the board of our current level of investment, and noted that despite drawing down £250,000 of capital the fund had grown in excess of this.

**d. Appointment of Honorary Treasurer**

CD has continued to support this role beyond the normal tenure for the post as a trustee extending for one year last year. A candidate for the post has come forward :Col (retd) Mark Ruddy

AD advised the board that CD had fulfilled the role of Honorary Treasurer for 7 years and had already extended beyond the normal tenure in post and that now after a search for a suitable candidate we were now in a position to appoint a successor. AD thanked CD for the excellent and informed contribution he had made to the management of the Associations funds, the Benevolence Committee and to the Board.

It was requested that a meeting with the proposed candidate be arranged in the near future.

Action KK

#### **4. REA Strategy**

KK presented the Strategy document for discussion, the board approved the general direction and requested updates on progress. A budget of £45k was agreed for the digital transformation element of the strategy and an additional member of staff to fill the role of Digital Management Assistant on a fixed term contract was agreed.

##### **a. Current Progress**

Update on app/website and SCRM developments

Suppliers have been selected Bronco will build the website and Six Circles the Networking app. The role of Digital marketing Assistant has been advertised with interviews taking place in February.

##### **b. Budget and requirements for 2021/22**

Propose that a dedicated member of staff on a fixed term contract is recruited to enable the development of the network hub/app and integration of website/SCRM. To develop content and assist in roll out to branches/units/individuals. Estimated cost of £30k per annum

Six Circles package for full Pro Licence £3950 per annum

SCRM development £3000 one off cost

Website - est £10k development plus £1750 per annum

Since the board meeting costs have been confirmed as follows Six Circles annual licence £3950

SCRM development £18,000

Website £12,000

Staff member £28,000

##### **c. Timeline**

KK advised that the App will be available by March 2022 and the new website by June 2022

#### **5. Addressing the legacy of Northern Ireland's Past**

It was agreed to submit the boards individuals

#### **6. Note the minutes of the REA Committees**

All board members had previously had access to the minutes of all the REA committees.

##### **a. Take note of the minutes of the REA Benevolence committee of 15th June 2021**

Minutes attached - brief update on current benevolence position

AC highlighted the reduction in cases and benevolence funding in 2021, driven by the pandemic restrictions and a reduction in the number of

SSAFA caseworkers and the introduction of the new casework management system. It is expected that over the coming months the numbers will recover to previous levels.

##### **b. Take note of the meeting of the REA Finance Committee on 26 August 2021**

The board acknowledged the work of the finance committee and the current healthy state of the Associations funds. The board discussed the current level of reserves and noted that the income

from the reserves was supporting the current levels of expenditure. It was agreed to continue the current level of reserves and to monitor future expenditure demands and income streams.

### **C. Take Note of the minutes of the 132nd Management Committee of 23 January 2020**

Note the Badge of Merit Winners for 2019 presentations this year perhaps at AGM?  
Annual Financial Summaries - this was a difficult area this year with 10 branches failing to submit for various reasons- propose to move these to online submissions for 2020  
It was agreed that KK should offer an online meeting with branch treasurers and group secretaries to improve the level of AFS return for 2021.

## **7. Unit and Branch Support Grants 2021/22 and major grant for Chatham sports Pavillion**

A request for a grant of £500k for the Chatham Sports pavilion by 1 RSME was presented to the board by the finance committee for consideration. The board agreed that this grant should be made in 2022.

### **a. Unit and branch support grant for 2021 and 2022**

It was agreed that the Unit and Branch Support grant would continue in 2022

### **b. Consider Grants to other Charities**

This item was reserved for the next meeting.

## **8. REA Events and Meetings 2022**

A full list of all Corps events will be published for the next meeting

### **a. Events 2021 2022**

2022  
May Gibraltar Weekend  
June Chilwell Weekend re-scheduled to November  
July Minley Weekend combine with Jubilee Celebration  
September CMW TBC  
October AGM and annual Dinner

## **9. AGM Agenda and outline**

The agenda for the meeting was agreed and it was confirmed that the meeting would take place online with a number of the Board meeting in person at Chatham

## **10. AOB**

- 11.** Date of Next Meeting AGM on 08 Oct 2021 at 11:00 online and in Chatham Next board will be at Friday 11 Feb 2022 at 10:00 in Chatham and online followed by a lunch in the Mess including lunching out Chris Davies;

**Do the board consider that two board meetings a year would be sufficient?**

The board confirmed that three board meetings should take place in 2022

Signed

*Kenneth Kirk* PP

Maj Gen(Retd) Alastair Dickinson CBE

President REA

Date

11 Feb 2021