



## MINUTES

<b>Meeting Date &amp; Time Location</b>	<b>EBED Trustee Meeting 25 June 2020 at 16.00 via Zoom</b>	
<b>Attendees</b>	<p>Andy Margetts – Chair (AM) Terry Hewett – Trustee (TH) Mary Sharp – Trustee (MS) Michael Hill – Treasurer (MH)</p>	<p>Gillian Fawcett – Trustee (GF) Douglas Wright – Trustee (DBBW) Dom Wilson – Trustee (DoW) Donna Wright – CEO (DMW)</p>

<b>1 – New CEO</b>
<ul style="list-style-type: none"> <li>• Following the conclusion of the CEO interviews, the interview panel (which comprised all attendees excluding MH) had concluded unanimously to offer the role to Giorgio Provenza (“GP”). AM reported that he had subsequently prepared the appropriate contract with <i>pro bono</i> assistance from an employment lawyer, which had been reviewed and approved by MH.</li> <li>• AM further reported that GP had accepted the offer and the contract had now been signed. He will commence work on 13 July 2020. AM and DMW will commence work on an appropriate handover plan which will involve GP spending time with each trustee as part of his initiation.</li> </ul>
<b>2 – eLearning</b>
<ul style="list-style-type: none"> <li>• Progress on the eLearning Project was evaluated:             <ul style="list-style-type: none"> <li>○ a working group was established to consider product pricing;</li> <li>○ MS is finalising the composition of the content team;</li> <li>○ DMW to start considering a communication plan to allow for an early announcement of plans;</li> <li>○ MS to give further consideration on the possible integration of third-party videos into EBS; and</li> <li>○ feedback on branding was given.</li> </ul> </li> <li>• DMW to report on the Kindle versions of Red &amp; Green book at next meeting with the aim of announcing this in parallel with the eLearning project.</li> </ul>
<b>3 – Staffing</b>
<ul style="list-style-type: none"> <li>• DMW updated the board on the planned amendments to the current furlough arrangements.</li> </ul>
<b>4 – Next meeting</b>
<ul style="list-style-type: none"> <li>• The next board call will take place at 4pm on Thursday 2 July.</li> </ul>
<b>MEETING CLOSED 17.00</b>