**Trustees and Treasurers Conference 2019
Better practice**

Friday 29 to Sunday 31 March 2019

The Hayes, Swanwick, Derbyshire

**Programme**

**Friday 29 March**

16:00 Registration

18:15 Evening Meal

19:30 Welcome, opening worship and introductions (including. what’s on your mind and introduction to talking wall)

20:15 Can Quakers do buildings? (Huw Davies, Property Support Project Manager)

21:00 Epilogue

21:15 Evening drinks

**Saturday 30 March**

08:15 Breakfast

09:00 Worship

09:30 **Good practice in faith based charities** (Nick Donaldson – Head of Faith Charities Engagement, Charity Commission)

10:15 **Questions**

10:30 Response groups

11:00 Morning drinks

11:30 **Workshops (1)**

13:00 Lunch and free time

14:45 **BYM update** (Linda Batten, BYM Treasurer)

 The BYM accounts will not be ready yet, but this will be an opportunity to look forward to the year ahead.

15:15 **Simpler meetings** (Jonathan Carmichael, Simpler Meetings Project Manager)

 An overview of the aims of the Simpler Meetings Project, a progress report, and some interesting variations

16:00 Afternoon drinks

16:30 **Workshops (2)** (repeated as above)

18:15 Evening Meal

19:30 **Meet your link Friend**

20:00 **Networking and socialising**

 An opportunity to meet other trustees and treasurers and discuss topics of common interest and concern.

21:00 Epilogue

21:15 Evening drinks

**Sunday 31 March**

08:00 Breakfast

09:15  **Getting gift aid right** (Steve Carroll, HMRC)

10:00 **Questions and comments off the talking wall**

10:30 **Quaker Stewardship Committee updates for treasurers and trustees**

11:15 Morning drinks

11:45 Meeting for Worship

12:30 Close. Lunch and depart

# Workshops

**Managing yourselves as trustees**

*Linda Craig (London West AM)*

Regular review of how a Trustee body is functioning is good practice which can help a group to work well and support each other effectively. This workshop will cover aspects such as nominations, induction, succession planning, and the conduct of Trustee bodies within our Quaker discipline.

**Choosing accounting software**

*Paul Gibson (Sussex West AM and Quaker Stewardship Committee)*

This workshop looks at the factors you should take account in choosing accounting software. We will also look at the Quaker accounting spreadsheets and the bespoke accounting systems which are on the market. Friends are encouraged to share their own experiences (positive and negative) in choosing and using accounting software.

**Risk management**

*Ursula Fuller (East Kent AM and Quaker Stewardship Committee)*

We cannot avoid risk altogether but it is usually not too difficult to manage it. In this workshop we will discuss the risks that face area meetings and look as some standard techniques for assessing and mitigating them.

**General Data Protection Regulation (GDPR): have we got it right?**

*Alan Robinson (Sheffield & Balby AM and Quaker Stewardship Committee)*

Recently we were deluged with information about the new General Data Protection Regulation. Some of us dashed off to make changes while others were more relaxed. Twelve months on, have we got it right and dealt with all the potential problems, or do we need to be looking at our procedures again?

**Stewarding in the Spirit: capturing the spiritual basis of our work as trustees and treasurers?**

*Mary Aiston (Kingston & Wandsworth AM and Quaker Stewardship Committee)*

The right use of our resources is vital to sustaining, nurturing and growing our meetings, yet we have very little material that records the spiritual basis of this work. This workshop will explore how we can capture and share the joys and responsibilities of stewardship, in writing and other mediums. We envisage that this will be the start of an ongoing project.

**Simpler Meetings – Models and Examples**

*Jonathan Carmichael (BYM Simpler Meetings Project Manager)*

This collaborative and interactive workshop is a chance to share with each other some solutions that are already working well for area meetings. We will also identify topics where we need to find good solutions. This workshop will help shape the priorities for the next phase of the Simpler Meetings Project.