SWI Board Meeting – Minutes (Public Version)

Date: 25th March 2026

Attendees

- Board Trustees (online)
- Staff representatives

Apologies: 1 trustee

Opening

The meeting was chaired by the Vice President.

- No declarations of interest were reported.

Previous Minutes

- Minutes and action log from 3rd December 2025 were approved.

Chair's Report

- An update was provided on recent activities, including attendance at national and international events, committee meetings, federation peer groups, and planning meetings.
- Positive progress was reported for the upcoming Members' Gathering, with strong levels of interest and bookings.

Triennium Update

- The Board received the outcome of the Triennium recruitment process.
- New trustees and committee members will join alongside continuing members to support organisational governance.
- Recruitment will continue to strengthen board and committee capacity where vacancies remain.
- Positive feedback was noted regarding the calibre of applicants and interviews.

AGM Planning

- The draft AGM agenda was presented, including:
  - Appointment of new trustees and committees
  - Annual report
  - Federation highlights
  - Annual accounts
  - Awards and presentations
  - Guest speaker and member questions
- Final audited accounts will be considered at an Extraordinary Board Meeting prior to the AGM.

CEO Report

- The Board received an organisational update covering progress against strategic priorities.
- Supporting strategy and action plan documents were provided for information.
- End-of-year accounts remain subject to completion of the external audit.

Membership Growth

- A proposal was presented to strengthen support for federations establishing new groups.
- The Board agreed that priority should be given to developing practical guidance, resources and support to help local growth.
- A more detailed implementation plan will be developed.

Communications

- The Board welcomed a positive communications report, highlighting:
  - Continued growth across digital communications
  - Increased website engagement
  - Strong media coverage for national projects
  - High participation in the annual membership survey
- Early survey findings demonstrated encouraging levels of member engagement and satisfaction, providing valuable insight for future planning.

Heritage Project

- The Heritage Project continues to progress well, with digitisation nearing completion.
- Trustees approved plans to work with appropriate national organisations to preserve and provide public access to heritage collections.
- The Board also supported exploring a future Heritage Trail linking collections across partner organisations.

Finance Update

- Quarterly finance papers were approved.
- Membership numbers, event performance and overall financial position were reviewed.
- A cost of living increase for staff was approved.
- The Board agreed to undertake a wider independent review of the organisation's salary structure.

Office Accommodation

- The Board approved renewal of the lease for the central office, providing continued operational stability.

Membership Fees

- A three-year membership fee plan was approved to provide greater certainty and support long-term financial planning.
- The Board noted that future adjustments may be required depending on organisational circumstances.

Compliance

- The Board received an update from the Compliance Sub-Committee.
- Initial priorities include safeguarding, data protection and charity governance.
- Progress in strengthening organisational compliance was welcomed.

Members' Gathering

- A positive update was received on preparations for the forthcoming Members' Gathering.
- Good levels of bookings, competition entries and speaker confirmations were reported.
- Trustees welcomed the varied programme planned for members.

Policy Review

- Updated safeguarding guidance and supporting policy templates were approved.

Risk Register

- The Risk Register was reviewed.
- No changes were made.

Meeting Close

As this was the final scheduled meeting of the current Board, members reflected on the progress made during the Board's term of office and thanked trustees and staff for their commitment and collaborative working.

The Vice President thanked everyone and closed the meeting.

Approvals and Actions

Approvals

- Minutes from 3rd December 2025
- Safeguarding Policy and Risk Register
- Quarterly finance papers
- Staff cost of living increase
- Three-year membership fee plan
- Renewal of office lease
- Heritage preservation and partnership approach

Actions

- Continue recruitment for Board and committee vacancies
- Develop detailed support plan for federations establishing new groups
- Hold Extraordinary Board Meeting to approve annual accounts
- Finalise AGM arrangements
