

Minutes of CoST Board Meeting (Call) No.47

11 July 2023

Participants			
Board: Chrik Poortman (CP) (Chair) Gavin English (GE) Vincent Lazatin (VL) Rueben Lifuka (RL) Petter Matthews (PM) Oleksii Sobolev (OS) Eyasu Yimer (EY) Claire Schouten (CS) Observers: Undala Alam (UA), FCDO		Secretariat: Sean Henderson (SH) Evelyn Hernandez (EH) Auditors: Laura Vincent Luke Edwards Apologies: Zlatina Loudjeva, Strategic Advisor	
	Discussion & Decisions	Responsible	Deadline
Item 1. Chairman's Welcome and Opening Remarks			
1.1	The Chair welcomed members and observers and thanked everyone for their time and availability for the meeting.	N/A	N/A
Item 2. Approval of the minutes & matters arising			
2.1	The Board noted the internal comment in the minutes from SH. This will be removed.	SH	N/A
2.2	The minutes from the 46 th meeting were approved as accurate.	N/A	N/A
Item 3. Annual General Meeting			
3.1	In the Key Issues Discussion Document the auditors noted CoST's reliance on the use of EAP staff. An updated memorandum of understanding between EAP & CoST will be presented for review at the next board meeting. This will include a six-month notice period in the event of EAP ending its agreement with CoST.	SH	N/A
3.2	In the Key Issues Discussion Document the auditors noted an opening balance adjustment of £380 had not been posted. SH will correct.	SH	N/A
3.3	The trustees report and audited financial statements for the year ended 31 December 2022 were approved by the Board. SH to organise the signing of the statement by CP and PM.	SH	N/A
3.4	On the reappointment of the auditors the secretariat noted the delay in receiving the accounts from the auditors resulting in the postponement of the AGM. The Board recommended a market review before deciding on their reappointment	SH	N/A

Item 4	Any other business		
4.1	The secretariat requested board members complete the ID verification request from the auditors	ALL	N/A
4.2	The secretariat will have internal discussions and share a doodle poll for potential dates for the next board meetings	IS	N/A
4.3	No conflicts of interest were reported by Board members.	N/A	N/A
4.4	There were no safeguarding incidents reported since the last Board meeting.	N/A	N/A
Item 5.	Chair's closing remarks		
5.1	The Chair thanked everyone for joining the meeting and the Secretariat for preparing the documents for this meeting	N/A	N/A

These minutes were approved as an accurate record of the meeting.



Christiaan J. Poortman
Chair

9 October 2023

Date