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## PWYP BOARD MEETING (Online)

**24 May 2022**

### **Attendees**

#### **Board Members**

Alan Detheridge (AD), Treasurer  
Athayde Motta (AM), GC/Board Liaison  
Carlo Merla (CM), Chair  
Susan Hazledine (SH)  
Victoria Ibezim-Ohaeri (VO)

#### **Secretariat**

Elisa Peter, Executive Director (EP)  
Rami Hassouna, Director of Finance and Operations (RH)  
Stephanie Rochford, Director of Member Engagement (SR)  
Zoe Spriet-Mezoued, Communications Coordinator (ZSM)  
Nyree Woolston, Operations Manager (NW)  
Elisia Lawrence, Executive Administrator (EL)

#### **Apologies**

Ali Idrissa (AI)

## MINUTES

### **Decisions**

The Board approved the 2021 audited financial statements and annual report, subject to non-material changes.

The Board approved the updated conflict of interest policy and the expenses & travel policy as recommended by the finance and fundraising sub committee.

The Board agreed that the spending limits in the expense & travel policy can be increased in line with inflation by the management team without need for re-approval by the board.

### **Introduction**

CM welcomed the participants and the board adopted the agenda. No conflicts of interest were declared or noted. The board reviewed the actions from the last meeting and confirmed progress made against them. The minutes from the last meeting were accepted and approved.

### **Report from the Finance, Fundraising and Audit subcommittee call**

AD gave an update from the last subcommittee call, which was held on 28 April 2022. At this meeting the audited financial statements and trustees' report were reviewed with the auditor. With the agreed changes that are detailed in the sub-committee meeting minutes, the audited financial statements and annual report were recommended for approval to the board together with the letter of representation. In addition, changes were proposed to the conflict of interest and travel and expenses policies which were presented by RH. These policies were also recommended for approval by the sub-



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committee to the board, which includes annual inflation increases. Upon a motion duly made and seconded, the revised policies were approved.

#### **Review of 2021 audited accounts**

RH provided an overview of the audit process and presented the 2021 audited financial statements, highlighting the organisation's financial position and headline figures. The balance sheet is in a healthy position with cash and reserves at sufficient levels. Liabilities are largely unchanged; this mainly consists of deferred income and accruals in relation to sub-grants.. RH commented that the audit process was very smooth this year and the auditors findings included relatively minor points. AD agreed that the findings were not a major concern. The Board congratulated the Finance team for ensuring a timely and clean audit.

#### **PWYP 2021 annual report**

SR presented the 2021 annual report, which builds on the streamlined approach that was implemented last year with the goal to meet statutory requirements as well as present a compelling picture of PWYP's impact and purpose. The 2021 report highlights the resilience of the PWYP network amidst the backdrop of the continuing Covid-19 landscape along with key achievements: 1) the Africa Conference which was held online for the first time; 2) increased sub-grants to PWYP members; 3) the expansion of the #DiscloseTheDeal campaign; 4) positioning of PWYP on the energy transition and climate change as well as 5) the growth of the movement into the Latin America & Caribbean region. The Board approved the continued approach and noted the importance of visual aspects to enhance readership. The secretariat confirmed they are not aware of any reasons not to sign and approve these documents. Upon a motion made by AD and seconded by VO, all in favour, the annual report, audited financial statements, and letter of representation were approved to be signed, subject to non material changes.

#### **AOB**

There being no other business the meeting was adjourned.

The meeting closed at 15.45