



Board Meeting

Monday 20th February 2012, 7:30pm

WRI Hall

MINUTE

1) Welcome and apologies

PRESENT:

Directors – David McCall, William Levack, Lisa MacDermid, Bob Hughes, Davey Robertson, Alan Caldwell, Blair Urquhart

Staff – Emma Margrett, Andy Heming, Claire Mullan, Will Reid

Apologies – Malcolm Allan, Chris Palmer, Peter McRitchie, Peter Jones, Bill Knox

2) Consideration of the minute of the last meeting

The minute of the meeting on the 31st January was approved.

3) Matters ongoing

a) Triodos loan

Please see the confidential minute.

b) Bunker update

Please see the confidential minute.

c) Delivery Plan update

District Heating

Money had been drawn down on the loan to pay for the boiler and the work had started. The boiler should be installed by March but other groundworks will take longer and all is subject to building warrants and planning consents. Will Reid continues to lobby the council to treat this as a priority application.

ACTION: Will to proceed with ongoing project

Car Club

15 people had come along to the open meeting of which about half had expressed an interest in signing up for the Car Club. The other half had requested more information on the economics of it. This information had subsequently been sent out in an e-bulletin and directly to those that requested it. The next step is to draw up a business plan. Bob Hughes and Ray McMaster had offered to help with this. Further consultation, via the e-bulletin, is planned.

ACTION: Emma Margrett to proceed with further consultation

d) Working Groups

A summary of the current working groups had been prepared and was distributed. It was hoped that this would help clarify the picture for new board members and help inform decisions and prioritise actions. The Chair requested more regular updates from the Working Groups to keep the information current. It was noted that an update is produced each year for inclusion in the Year End Report but that quarterly updates could be provided. It was suggested that there was a requirement for Working Groups to submit a report to each board meeting but it was agreed that this was not the case. The requirement is simply that the working Groups keep a minute of each meeting. It was suggested that Working Group minutes could be sent to Claire Mullan who could edit them into a report.

There was a query about 'shadow trustees' not being included in the Working Group information. It was noted that this is a specific term used in relation to Trust governance but if the query referred to non-board members on Working Groups, then these were listed on page four of the document.

This prompted some discussion about whether membership of the Working Groups should be restricted to members of the Trust. This had been discussed in the past but no conclusion reached. There was concern that this might feel exclusive of the village community but it was noted that membership carried no responsibilities and no commitment other than to support the aims of the Trust. It was also noted that Working Groups are part of the management structure of the Trust and as such, strategic and financial decisions should not be being made by non-members.



Previous attempts to address this had included drawing up terms of reference for each working group. This details the purpose of the group, activities undertaken and decision making functions. The CCWG had done this already. Emma Margrett offered to draw up a generic document for each Working Group which they could then adapt for their own circumstances.

Two resolutions were proposed:

- 1. Members of Working Groups should be members of the Trust as they form part of the management structure of the Trust.*
- 2. That, as good practice, each Working Group should produce terms of reference.*

These were carried with 6 votes for and 1 against. It was agreed to revisit the second at a future meeting.

ACTION:

Emma to draw up template for terms of reference.

Working Groups to produce terms of reference documents.

Working Group Leads to provide updates as requested.

4) Matters arising

a) Funders meeting

The annual meeting of the Trust's funders had been arranged for the morning of the 9th of March in the Royal Hotel. Following an initial presentation by designated CDT representatives, the group will break into four discussion groups; Bunker, Back to the Futures, Sports & Recreation and Investment Capital. After lunch there will be a tour of the Camp for those who wish. It was confirmed that the Trust is funding this meeting.

A meeting of the Advisory Panel will be arranged to follow up on the funders meeting. This panel consists of local volunteers who advise the Trust on professional matters and includes, for example, a lawyer, a civil engineer and an architect.



b) Climate week and mini footprint fayre

Climate week falls 12th to 18th March this year and Emma proposed that the Trust hold a Mini-footprint Fayre at Cultybraggan Camp on Saturday 17th. This would echo the Footprint Fayre held last year and provide an opportunity for people to view progress on the renewables projects at the Camp i.e. the Solar PV and the Biomass (which should have the boiler in place by then).

ACTION: Emma to proceed with planning this event.

c) Re-establishing CDT updates to the CCC

After some discussion about the importance of the trust not only working with but being seen to work with other organisations in the village it was agreed to re-instate Trust updates to the Community Council. Davey Robertson agreed that he could do this on behalf of the Trust and would request a standing agenda item for the Trust on the Community Council agenda. It was also agreed that the Trust would reciprocate with a standing agenda item for the Community Council.

It was noted that the importance of working together extends to other village organisations e.g. Bumblebee Square and these could be added to the agenda as appropriate.

It was also agreed to hold an informal meeting at Cultybraggan Camp between the Community Councillors and Trustees and to also invite the Bumblebee Square committee.

ACTION: Claire to add Community council to CDT board meeting agenda.

Claire and Davey to proceed with organising informal gathering.

d) Communications

i) Online Communications Strategy

A paper had been prepared and distributed proposing changes to the website and outlining a social media strategy. It was agreed that Claire should proceed to implement this.

The e-bulletin policy was approved.



It was noted that in the e-bulletin it is not always clear who had written an article. It was agreed that, although it is not always clear cut (as some are collaborative), an identifiable contact at the end of each article would be provided.

ACTION: Claire to proceed with implementation of strategy.

ii) Communications with Dr Irvine

After some discussion on the nature and extent of the communications the Trust receives from Dr Irvine, it was requested that the board endorse the current strategy of responding which is that all communications go to Alan Caldwell as Chair of the CCWG.

Blair Urquhart disagreed with this strategy and informed the meeting that he had opened discussions with Dr Irvine regarding access to his water pipe for the Allotments and the Orchard Group.

After extended discussion on the appropriateness of this course of action and the pros and cons of the proposed strategy a vote was called.

The board voted unanimously in favour of adopting the strategy that all communications from Dr Irvine are directed to Alan as Chair of the Cultybraggan Camp Working Group and that reasonable requests will be dealt with courteously.

It was agreed that if Blair chose to continue discussions with Dr Irvine he should make it clear that such communications are unofficial and not conducted on behalf of the Board.

e) The current Policies due for review

ACTION: Claire will circulate copies of all policies for discussion at the next board meeting.

5) Consideration of membership applications

The associate membership application which had been received was approved.

6) AOCB

Did the Trust wish to renew membership of Volunteer Development Scotland? Not at present.



The Orchard Working Group had prepared a list of equipment required and Emma had compiled a list of funders. Having established that this would not negatively impact on other Trust funding applications, it was agreed that she could proceed with applications.

ACTION: Emma to proceed with applications

7) Line Management

a) Staff redundancy arrangements

Staff left the meeting at this point to allow the Board to discuss staffing issues.

Correspondence to follow.