

DRAFT MINUTE of BOARD MEETING

Tuesday 12<sup>th</sup> February 2013, 7:30pm, CDT office

Item	ACTION
<p>1) Welcome and apologies</p> <p><u>Present:</u> David McCall, Malcolm Allan, Davey Robertson, Chris Palmer, Blair Urquhart, Bill Knox, William Levack, Bob Hughes, Alan Caldwell</p> <p><u>Staff:</u> Andy Heming, Will Reid and Claire Mullan</p> <p><u>Apologies:</u> Emma Margrett, Lisa MacDermid and Naomi Clarke</p>	
<p>2) Consideration of the minute of the last meeting</p> <p>Noting that Blair Urquhart should have been included at Item 3, persons to be trained to use the mower, the minute was approved.</p> <p>Training date for the mower would be 27<sup>th</sup> Feb and would include operation, safety and maintenance.</p> <p>Insurance cover had been confirmed only if the mower was used at Cultybraggan Camp.</p> <p>The Site Management Group would take responsibility for the mower.</p> <p>8 huts were still being used by local residents affected by the flooding. Only 1 key had been returned so far. No time limit had been set for their use.</p>	<p><b>CM to circulate details to trainees.</b></p> <p><b>CM to ask about cost of increasing cover for offsite use</b></p> <p><b>CM to follow up and report back</b></p>
<p>3) Matters arising</p> <p>a) Office bearers</p> <p>David McCall agreed to continue as Chair and Bob Hughes agreed to continue as Treasurer. No-one volunteered to stand as Company Secretary so Claire Mullan will continue.</p> <p>b) AGM</p> <p>i) Formal business</p> <p>Claire asked if the Board could approve the release of the minute of the AGM in draft form.</p> <p>There was some discussion on the format of the AGM and whether questions had to be taken on the evening or if it would be</p>	<p><b>CM to investigate the legal requirements</b></p>

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appropriate to deal with queries in another way.

Suggested that DTAS may have a procedural note we could refer to for guidance.

**and ask DTAS for guidance.**

ii) Second half

Agreed that this had been a very positive discussion session.

Suggestion that this is followed up with an "ideas evening" and, noting the discomfort some people expressed about presenting to a room, offer some one-to-one meetings at the office.

**CM to type up the notes in the suggestions boxes.**

Suggested that before this happened it would be better to identify who would like a hut. That the huts offer should be rolled out first and the evening discussion should be a follow up to that.

**CP to circulate map illustrating the current status of the huts.**

Noted that the ideas discussion wasn't solely focused on the huts idea. That this was part of it but not all of it.

A paper had been tabled outlining the current status of all the huts at the camp and proposals for discussion regarding repairing leases.

After much discussion, it was agreed that a separate meeting should be held to discuss the ideas that had emerged from the discussion session.

**Monday 4<sup>th</sup> March, 7:30pm CDT office**

c) Working Groups

i) Review

A review of the currently active working groups was requested.

Noted that any of the dormant working groups could be reactivated if a Board Member volunteered to step forward and take the lead.

**ALL Board Members to report to CM which groups are currently active.**

ii) Reporting

Will Reid explained the system of reporting being proposed.

All working groups were requested to submit a project update in this format to the office following each meeting.

d) Burns Supper

The Foundation had been disappointed by the lack of support from the Board at the recent Burns Supper.

Agreed to invite Joan Carmichael, Lorna Ramsay and Peter McRitchie along to the next Board meeting to discuss how the Foundation Patrons and the Board can work better together.

**CM to extend invitation to the Foundation**

#### 4) Finance update

Andy Heming updated the meeting on the current cash position of the Trust, which had improved since the last meeting;

##### Finance update 12/02/13

	Unres	Res
Cash flow has improved with recently received funds;		
Unit 6 & 7 disposal proceeds	33,000	
CCF claim to 31/10/12 paid	47,130	
EST loan final draw down	<u>16,107</u>	
	96,237	
After paying a back log of bills the cash in bank accounts	43,700	25,978
<b>Triodos Bank</b>		
The loan agreement with Triodos Bank specifies asset disposal proceeds must be used to repay the loan with them. Triodos Bank have agreed to allow the Trust to retain asset disposal proceeds provided the Trust deposit £30,000 in a deposit account set up as a reserve for future Triodos loan repayments	30,000	
<b>Cash at bank after deducting restricted funds cash and Triodos loan repayment reserve</b>	<b>13,700</b>	
Rents due to CDT	17,802	
Bills outstanding	-18,634	
<b>Due to CDT</b>		
Unit 18 disposal proceeds (expected completion 18/02/13)	16,600	
LEADER claim to 8/11/12 (queries to be dealt with)	3,000	
CCF / LEADER claims to 11/02/13	<u>32,000</u>	
	51,600	

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**Net cash position;** inc funds with Trust, after setting aside  
 Triodos reserve, receiving rents and bills paid **64,469 25,978**

**Restricted Funds cash balances breakdown**

Oral History Group	3,838
Comrie Youth Theatre	636
Orchard Mower	10,000
Compost Dr	1,089
Master Composter	678
Foundation	8,026
Green Tourism	<u>1,711</u>
	25,978

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5) Communications update

The Communications Working Group had recently met and agreed to a more structured approach to communications for the year ahead.

Monthly press releases would be produced for Claire to draw copy from relative to the medium being used e.g. Facebook requires a sentence or two whereas the website requires paragraphs.

A calendar of copy deadlines would be drawn up for e-bulletins and circulated to the Board and the working groups.

Paper Bulletins would be quarterly with the first issue planned for the end of this month.

The Communications Working Group is: David McCall, Blair Urquhart, Claire Mullan and Naomi Clarke.

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6) AOCB

Naomi Clarke had received a request for a letter of support from SCARF. She was happy to give such. This was approved by the Board.

**NC to send letter**

An e-mail from Lauren Davidson had been circulated to the Board regarding the Caledonian Foundation and the Micro-Equity Home Ownership model (MEHO). The Board requested more information and it was agreed to invite Lauren to present at the next Board meeting.

**CM to extend invitation to LD**

The Comrie Heritage Group would be selling tickets for the Tea Dance in BumbleBee Square on Saturday 16<sup>th</sup> Feb and Board volunteers were requested to help. Blair Urquhart volunteered.

At a recent staff meeting, it had been agreed with David McCall that the office would be open Monday to Friday again with hours of opening to be 9:30am to 1:30pm. This would be communicated via e-bulletin to

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members and to any other relevant parties.

A proposal on the sale of Hut 14 had been circulated but only two responses had been received. There was some discussion about connection to the district heating being made a requirement of sale. However, it was agreed that Doug Smart should proceed with the sale on the basis that the purchaser should consider connection at some point in the future and be made aware that this had caused the Board some concern. Concern was expressed that this hut hadn't been advertised for sale. Noted that all enquiries from potential purchasers are directed to Doug Smart in the first instance to see if their needs can be matched to sites available.

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7) Consideration of membership applications

None had been received

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8) Date of next Board meeting

**Monday 25<sup>th</sup> March, 7:30pm CDT office**

Dates for 2013 were agreed as:

March	25 <sup>th</sup>
April	29 <sup>th</sup>
May	27 <sup>th</sup>
June	24 <sup>th</sup>
July	29 <sup>th</sup>
August	26 <sup>th</sup>
September	30 <sup>th</sup>
October	28 <sup>th</sup>
November	AGM
December	none

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9) Close

**9:30pm**

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