

MINUTE
Board Meeting
Monday 11th May 2015, CDT office, 7:30pm

Item

1) Welcome

Directors present: Bob Hughes, Chris Palmer, Emma Margrett, Sharon Rice-Jones, Ray McMaster, Davie Robertson, Bill Thow, William Levack, Ann Petrie.

a) Apologies – None

b) Declarations of Interest - None

2) Minutes of previous meeting

Item 3b page 2. First paragraph, second sentence – insert words in bold italics “Ann felt that the camp had been acquired by the community to meet the needs of the whole community, **and that while entrepreneurship should be encouraged she saw no necessity for the purchase of land within the camp to be essential to this end**, and, over the past year, it had increasingly been recognised that the camp should be protected as an important historic environment”.

Add the words in bold italics to end of item 3b – Ann said that in her view property sales represented a lack of confidence on the part of the board **and that instead of asset sales we should collectively look to income generation**”

Other amendments that had previously been circulated will also be incorporated in final version of the minute to be completed and circulated by Claire.

AGM minute. Draft had been circulated. Feedback about AGM good – except for difficulty in hearing speakers.

3) Appointment of Office Bearers

The following appointments were agreed

Emma Margrett to continue as Chair until 18th June

Sharon Rice Jones to continue as Vice-Chair until at least June

Bob Hughes reappointed as Treasurer

Bill Thow to be company secretary

Davie Robertson to be liaison with Community Council

Nominations for new chair to take over from mid-June will be sought at next meeting

4) Governance

It was agreed that Governance Training should be organised for all Directors and members of working groups as a matter of urgency. This to be arranged as 3 sessions over 2 half days. The first half day should involve a session with Directors followed by another involving working group members. The second half day would involve representatives from other local charitable trusts as an opportunity to share costs, ideas and networks.

Action –Ray to approach Jan Polley of Polley Solutions to investigate possible costs and report back to Board.

5) staff

Cost of staff and offices is £3000 per month. Staff contracts end in June. However, we have just enough funds at present to cover these costs until December. It was agreed that staff support is essential and that contract extensions should be considered provided these are linked with clear objectives and outcomes for staff based on CDT priorities. The Board will need to set those priorities but in doing so will take into account staff views.

The following was agreed

A contract extension of 3 months to be offered to Andy, Claire and Naomi (Naomi enhanced) with the prospect of a further 3 months after that

Revisit the future of office space (village and camp)- **Ann, Bill and Bob** to work on this

Will to be asked to continue on heritage Hutting/community shares and then we will review the position at the end July

The Board to meet to agree priorities – Emma to circulate a doodle poll of possible dates

In future all project grant applications to include staff cost and a management component

Funding options to be investigated for Katie's position – action Emma and Sharon

Julian/Rob contract and future tasks to be investigated by William and Naomi

Staff to be freed up from attending meetings and writing minutes so they can concentrate on priority tasks. Directors to do all board and working group minutes. Working Group agendas and minutes to be circulated to all directors. Action – Working Group Chairs

5) Finance and Funding

Ray outlined progress with our Wilde Thyme sale solicitor and expressed some concerns about the current arrangement. He will seek clarity on instructions and fees and report back to the next board meeting. Action Ray.

Ann asked about whether **all** funds from Wilde Thyme sale should be used to repay loans. Bob explained reasoning for this (relieving us from expensive and onerous loans) and this was noted.

Questions about biomass loan. This was a pilot scheme and we are going to argue that the should be written off. Action Bob

Need for fundraising. Sharon reported that automated donations/direct debits to be followed up (Foundation). Needs related communication campaign (we have "just giving" link on our website). Lottery proposed by Heritage Group. Needs coordination though to avoid "competing with ourselves". Bob is liaising with our funders. Action Fundraising Group to review fundraising activities and report to next Board meeting.

6) CDT Structure

Special Board meeting to be held with just this one item. Emma to do a doodle poll to try to

find a date for this.

7) Communications

Agreed that Sharon will lead on communications, work with staff and report to Board. Claire to focus on internal communications structure. Katy dealing with external communications including social media for the **Comrie Development Trust page (?)**. Working Groups to use Katy in advance for publicity.

Meeting held with Sandra and Felicity regarding website

CDT e-bulletin to be used by working groups.

Consider minutes etc in office window

Other ideas welcomed.

8) Community planning/consultation

Need to address questions on whether we have delivered on targets and to consider future priorities. Also need to consider how to take forward with the community and avoid "consultation fatigue". To be discussed in detail at the next meeting.

9) AOCB

a. Camp Keys - need for audit by Claire. To then be passed over to the Site Management Group

b. The Board agreed to minute their thanks to former Directors Blair Urquart, Fiona Davidson and David McGill for all their work on behalf of CDT.

10) Membership Applications

The following were approved

Full Members

Derek Robertson

Heather j Robertson

Andrew Reid

Jane Reid

James Reid

Martha Pérez

Fiona MacDonald

Associate Member

Sam Whitman

11. Next meeting

Doodle Poll will be circulate by Emma to identify a suitable date.