

MBCDT – BOARD MEETING MINUTES JUNE 2017

Date: 21.06.17

Venue: Session House, Kirkmichael

Present: Liz Mallinson (LM) Acting Chair, Janet Hunter (JH), Kate Hunter (KH), John Manning (JM), Darrel Townsend (DT), Roger Clare (RC), Colin Reed (CR), Bob Brawn (BB)

Guests: Alex Winton & Cath Booth (SSE Drumderg Community Fund), Martin Mathers & Noeleen Chapman (HEAT Rattray & The Glens Project)

Apologies: Colin Murdoch, Caroline Shiers, Miles Goodman

- LM welcomed those present
- Minutes from previous meeting were approved
- No conflicts of interest were declared

Alex Winton & Cath Booth gave a very helpful presentation regarding applications to the SSE Drumderg Community Fund, explaining the process behind micro-grants and grants for larger sums: monies available are c.£85-£95K per annum to be shared between the Mount Blair and Alyth areas. AW also shared learning for Development Trusts which she picked up through her attendance at a recent SSE meeting for community organisations in the North of Scotland. This gave a useful overview of some important issues to be considered as MBCDT move forward with the Tripartite Development Officer proposal.

AW also explained that applications for both standard and micro-grants are always welcome and that they are very keen to encourage more. It is felt that for standard grants the issue of the applicant to be part of a constituted organisation is a barrier and there was some group discussion about the role MBCDT could play (as they have done in the past) in being a conduit for applications. Agreement reached to highlight the role the Trust can play in our future communication.

LM and All gave thanks – AW & CB leave the meeting

Martin Mathers and Noeleen Chapman gave a helpful update regarding the progress of the HEAT project for which MBCDT is a working partner. MM suggested that MBCDT could provide a useful role in being a network into the local community and there was group discussion about events and ideas where HEAT might gain some extra visibility. LM also suggested the idea of using the MBCDT membership to gain more engagement with the local community. The project overall is progressing well but securing household visits is slower than anticipated and any help would be very much appreciated by MM & NC. Action MM/NC to discuss further with CR and LM.

LM and All gave thanks – MM & NC leave the meeting

Matters Arising

- Village Shop Toilet: DT explained that despite repeated efforts he has still has not received a response from the solicitors. DT proposed that he writes again to explain MBCDT are discharging our responsibility to provide six monthly updates, and this is agreed by All.
- Website & Hosting Update: CR explained the issues surrounding payment for such services & that this is proving problematic due to the signatory & credit/debit card restrictions. General discussion led by DT regarding such accounts and their restrictions. RC suggest contacting DTAS for advice (to be actioned by CR) on bank accounts which might provide a better long term solution. All agreed that having an individual from the Trust act as the domain name owner creates many complications when a change of Directors occurs.
- LM highlights upcoming Social Enterprise training course at Kincaig and will circulate details to All

Development Officer Application

- Group discussion led by LM regarding the opportunity to progress with the Tripartite Development Officer application which had been confirmed by SSE. A significant amount of detail and planning will be necessary, along with meeting the requirements of SSE with particular regard to the provision of a 5 Year Business Plan and KPIs. CR to action contacting DTAS regarding help/suggestions/template for Business Plan. General discussion on the direction the application should tak. LM asked for written input from JM (District Heating), JH (Landscape Project) and MG on Community Woodland: KH on CBOPs extension into wood purchase. . CR & LM are already working on general content and will aim to circulate a draft by end of July. Directors will be asked to provide further input/critique. Sign off will be required by GSTA and CMM prior to submission. Agreed by all that we should progress and meet the August 8th submission deadline.

Treasurers Report - DT

- Figures provided show Bank Balance £14325.02, Restricted Funds £12122.35, Unrestricted Funds £2202.67. DT meets with Accountant 3rd July and points out that although funds look relatively healthy there are many upcoming bills and that further fundraising will be necessary. DT also explains that he will provide and circulate the figures for the Treasurer's Report in advance of each Board Meeting. CR to action adding fundraising as an agenda point for next meeting.
- General conversation regarding MBCDT and/or Archive Project presence at this year's Strathardle Gathering. Agreed that MBCDT should be represented – DT to book pitch and JM to proceed with SSE micro-grant to cover costs for pitch and equipment

AGM Planning & Preparation – RC

- RC explains we have 15 months from date of last AGM (Sept 22nd 2016) in which to hold next event, that 14 days' notice is required for members, that certain Directors will be required to "retire" and that a quorum estimated between 17-20 will be required.
- General discussion around dates and agreed in principle towards end of October, after school holidays. General discussion and agreement that AGM should tie in with some fundraising activity and that ideas should be discussed at next Board Meeting.

Charity Shop – Lessons Learned

- General discussion by KH and All – for next year it was agreed that more staff are needed on first day of opening, that Sunday opening should be considered and that clothes rails be moved to the room perimeters in order to minimise opportunities for theft
- CR to action booking for 2018 at roughly the same period late May/early June

Archive Project – Lessons Learned

- LM confirms to All that the project evaluation report and request for final payment was submitted and that she has received confirmation of its acceptance: final payment should be forthcoming within next couple of weeks. LM leads thanks to all who helped bring the final report together and all agreed that formal thanks to Pat Townsend should be extended on behalf of the Board for all her hard work.
- There followed general discussion by all regarding project governance with DT and CR explaining the importance of keeping control on financial and general project progress on an ongoing monthly basis. It was suggested that a simple set of guidelines be prepared to try and provide a useful framework for all Directors who might be leading a project, and that this would include monthly agreement with Treasurer on project funds – CR to action.

Spittal Project Update

- LM outlined recent efforts to contact persons who would be able to confirm the current status of the site – this has so far been fruitless, but is ongoing and it is hoped will provide results soon. DT explained he is meeting Nick Mardall CNPA on 28th July to discuss Community Purchase issues and the two types of application that are available – all are welcome to attend.
- LM to action the possibility of logging the site on the Derelict Land Register

Telephone Library

- Enochdhu box has been completed, and work on Blacklunans hopefully completing very soon dependent on availability of painter and weather. Once complete CR to discuss and action Press & PR plan.

Risk Register

- CR to update Risk Register: removal of Archive Project and adjustment of Shop Toilet status

AOB

- General discussion on the recruitment of new Directors by All
- CR to clarify position of being charged for use of Session House last month when we had cancelled.

END OF MEETING 09.20

Meeting timetable (subject to change at reasonable notice)

- **23rd August**
- **27th September**
- **25th Oct**
- **29th November**

AGM to be confirmed