

## Strathnairn Development Company (SDC) Board Meeting 20.6.2022

Present: Mike Danson (MD), Paul Robinson (PR), Kirsty Adam (KA), Raghnaid Sandilands (RS) (minutes), Neil Dawson (ND) Janae Wait (JW). Megan Bee (MB), Jillian MacLennan (JM) Scott MacDonald (SM)

Location: Cyberspace (by Zoom).

### **1. Welcome, introductions, apologies, proxies and quorum**

We are quorate.

Approval of minutes with one edit, to add SM as in attendance.  
The minute notes of the Board Meeting were approved.

### **2. Chair's report**

MD welcomed everyone, and thanked Beth and Tim for organising the pizza event at their place which many had attended. We were now looking forward to taking the CAP forward and implementing the project proposals, which would be covered later in the agenda.

### **3. Treasurer's report**

PR to investigate charitable giving as Gift Aid, and how to obtain that charitable status with HMRC.

ND suggests sending an application to SCBF to cover the costs to run a website and perhaps reimburse PR for this outlay.

MD suggests possibility of some alternative funding for administrative costs of website / zoom.

It was generally agreed that we submit an application and hope it is successful.

PR to draft, the rest of the trustees to edit / feed into.

MD suggests we submit one application to cover annual running costs

## 4. CAP

### Update

Advisory group agreed to disband. Went through the executive summary and revised it on that basis. MD returned to the consultant who amended. A few responses and it's now been completed. The advisory group has seen the final version and refreshed layout.

### Dissemination of the CAP.

Plan to post on website next week - the summary and the full CAP on our website with some introductory text.

Some simple FAQ that people might ask and an e-mail address if there are further questions.

Also to put it on Facebook. RS to look into adding new editors to the Facebook page.

A copy to be put in the school before the break for summer.

A poster notice to go to the halls & notice board by shop with QR code. Along with summary document.

To be posted on Strathnairn Community Facebook page.

We are to begin an instagram page. Janae willing to set this up.

Ian MacLean to be approached to see if he can print copies / posters and perhaps be offered some money to cover ink / paper costs. PR to do this.

Further details to follow on the meetings to come on different days and different places in the late summer.

Instagram page to complement the Facebook page.

Suggested that people can give feedback via email address/ Facebook / Instagram.

A discussion on how do we capture the feedback / how we reply to comments? - Generally agreed this should be a light touch with some reminder comments about the consultative ongoing nature of the CAP / and to let the discussions flow with occasional feedback. RS and JW to be the admins of the FB / Insta pages and ask for advice when needed.

Occasional reminders to be posted on how to become a member to help with the work of the SDC

## **5. Community development officer**

SCBF has money in the budget for this year for a development officer. MD suggests we should put in an application form having revisited the comments they made on the original application. We can put more flesh on to it and identify some of the issues that came up.

Thought to be a good idea to get some help from someone with an HR background. Fran Matheson/ Bev MacLean / Marion MacDonald were possible people to help re: interview panel/ job description etc.

Sketching out what are the desirable professional personal attributes, who is on the interview panel and getting this underway as soon as possible would be a good idea.

PR, ND and MD to work on this.

## **6. Platforms**

Discussion about a platform that can accommodate documents, calendars, emails for the work of the trustees.

G suite / google docs could be used to edit documents.

Slack to replace the email communications and help with general organisation. It was thought it would work to give this a fresh go. Worth a trial run - to be set up by PR.

WhatsApp group was thought to be useful / to be swiftly alerted / reminders and run with a mind that nothing should contravene our data protection policy. ND to set that up.

## **7. AOCB**

Nothing at present.

## **8. Date of next meeting.**

17th Wednesday August 7.30. We can be working on relevant projects in the meantime.

Action Points:

PR to investigate charitable giving as Gift Aid

PR to draft application to SCBF to cover the costs to run a website, to cover annual running costs. All Board to comment.

JW to set up an Insta account. RS and JW to be the admins of the FB / Insta pages

PR to complete CAP introductory text for comment, then to post summary and the full CAP on our website by Wednesday 29<sup>th</sup> June

PR to arrange for poster notice to go to the halls & notice board by shop with QR code. Along with summary document

RS/JW to post details on SDC and on Strathnairn Community Facebook pages

PR to approach Ian MacLean to see if he can print copies / posters

PR, ND and MD to work on application to SCBF for a CDO

PR to set up / refresh Slack account

ND to set up Board WhatsApp group