

Strathnairn Development Company (SDC) Board Meeting 29/3/2023

Present: Mike Danson (MD), Paul Robinson (PR), Scott MacDonald (SM) Raghnaid Sandilands (RS) (minutes), Jillian MacLennan (JM), Megan Bee (MB), Helena MacLeod (HM)

Apologies: Kirsty Adam (KA), Neil Dawson (ND)

Location: Farr hall, 1pm

1. Welcome, introductions, apologies, proxies and quorum

We are quorate.

2. Approval of minutes

3. Treasurers' report

- a. PR reports we have spent less than we budgeted for by £500 in total - payments to be made to HMRC, pension provider, new website, .scot for new DNS record.
- b. Training budget for CDO / board is £500 for the year. HM seeing a lot of her learning will be through networking.
- c. We also a budget for consultants. Lindsay Dunbar to be asked by RS to supply an invoice.
- d. MD suggests an XL spreadsheet be made available. PR to do this.
- e. Salary / pension. First month salary paid. Pension payments are being arranged. All formalised by next month hopefully.
- f. PR to investigate the QR code system for donations or gizmos that allow for donations.

4. Roles of trustees and board

Helena is going to copy over and amend policies from elsewhere.
PR has been updating data protection policy.

Young person / vulnerable adults protection policy / photography policy needed. Others mentioned were a policy statement also for health and safety and one for how many people are to sign for expenses etc
PVG clearance needs to be sought by SDC as employer (so as to then apply for Helena). Standard list of policies to be pulled together by HM.

5. Website

Calico have created a new space where we can build the new website. PR has requested that the website go live. It will be live with our DNS record pointing to it. We will get a proper email server. And then connect to the ASANA workspace.

HM to take on responsibility for the zoom account.

MD says we need to let community know we have the community zoom platform.

HM to seek access to the Facebook / insta / Linked in / to set up a mail chip.

PR to speak with with Darren Reid about plans for community website; how we are to collaborate and link to our website.

MD's understanding is that Darren Reid is talking about an umbrella site.

6. Board recruitment and board skills audit

Trustee audit (MD, template circulated with papers for discussion)

Board members to proceed to fill it out in the next couple of weeks. Will allow us to advertise / make approaches for new board members

7. Sub-committees updates

a. Strathnairn Connect (ND) - Beth working on application - applying for a coffee machine / beans formally through SNDC. HM suggests Beth maybe monitor wider reaching impacts of the project going forward.

b. Farr Gala and events (HM) needs help for contact numbers.

Plan - if the BF fund it - FANS focus on fund-raising with kids games, kids games etc, bouncy castle. Youth team/active schools have an interest. Hopefully get catering on board. HM seeking licences, stretch tent, fire and safety care taker engaged, generator and storage of diesel, stewardship of the carpark to be overseen by them, hoping to purchase highest grade gala tents as community resources. Site plan with HM. Plenty ideas re; demos and activities. 10th June is the date for the gala.

HM going to take this to the benefit fund.

c. Community Groups & Volunteering (HM) 22 April - day time 2 hours. HM reaching out to the community groups. Newsletter article has highlighted it. Promotion to come. Show and tell sessions for people talking about what they get out of volunteering roles.

MB suggested using a big bit of paper as a landing spot for comments/ feedback / hopes. Spot light on different groups. Keep feeding ideas to HM.

8. Communication to members

SDC Logo (MD, suggestions circulated with papers)

Felt by some that it might be a good idea to engage a logo designer.

9. AOCB

none

10 date of next meeting

tbc