

Strathnairn Development Company (SDC)
Board Meeting 3rd May 2023

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

Apologies: Kirsty Adam (KA), Paul Robinson (PR)

Location: Farr hall, 10.30 am

1. Welcome, introductions, apologies, proxies and quorum

We are quorate

2. Approval of minutes

Discussion about where best to store minutes. Agreed that if ASANA is to be our platform we need some training.

Action points > catalogue all minutes and share them to a suitable storing place and platform - RS to send folder of minutes to PR for collation. Some minutes may need redacted for names. RS to send around the AGM minutes from 2022 to all. Desirable to have them online and the AGM minutes too ahead of AGM - PR to make sure they are available.

3. AGM

Set for 29th May -

Complies with the 2 weeks minimum to let people know.

Constitution has a min 6 max 12 trustees.

As it stands the constitution says Trustees should serve max of 3 years.

Also have to resign after 3 years and cannot come back on for a year.

Many constitutions allow you to serve 2 terms.

5 original trustees have to step down. They could be co-opted back on for a year. The constitution allows for you to be co-opted on as many times as is suitable.

Mike, Gillian, Megan are appointed trustees. There is no limit at the moment to the number of appointed trustees as long as the total number of trustees does not exceed the maximum of 12. A standard item that could be added to the constitution in due course is that the board be made up a majority of elected trustees.

Postal ballot, time and measures as to how its undertaken discussed.

Mike recommends having a period of review to look at the constitution, after the AGM. To be published / consulted upon at an EGM and then to be sent to OSCR.

MD's paper on our constitution recommends we have the next AGM in Feb. 5 have to stand down then and either be co-opted back on or come back on as a second term depending on the revised constitution. Generally felt that we need a lead in time to allow the membership to grasp the detail.

Standard agenda will need to go out to the members, the minutes and the annual report and statement before the AGM.

MD sent around the annual report last week.

Action points-

RS to send AGM 2021 minutes to HM

Membership

3 new members approved by the trustees.

Board Recruitment and Board Skills Audit

Agreed that we will look to appointing new members after the AGM.

Skills audit. Will help up with training in fundraising for example.

Action point - MD to review and feedback after AGM.

Training -

HM has identified training needs in the community.

4. Treasurer report

Report received, agreed that the next board meet we consider how the accounts are managed.

5. A.O.C.B.

Events - budgeting - agreed that for any event that is going to cost money we should have a budget set - aims and objectives. This should be drawn up before the event. Questions to consider in hosting an event - what's the minimum amount we need to break even? How we can generate some outcome?

ND suggest a how-to of planning considerations. A document to guide decision making in the lead up to an event.

Also a system of ongoing review of events be formed that will let us learn as we go.

We will be awarded £20,000 for events for year. Detailed budget for each event, we are free to use as we need. We will keep a detailed record of how we've spent it.

MD suggest that we go forward looking for solutions and have plans for each event. Any event needs: a time line, Gantt chart, budget, plan, review of the event plan.

Action point -

HM asked to submit invoices to PR.

How-to document and review guidance to be created. Nobody assigned this task as yet but draft Events policy amended with suggestions from ND.