



CRIEFFCOMMUNITYTRUST

Board Meeting Agenda and minutes

7pm, Thursday 20th June 2019

Can Do Crieff, Lodge Street

Attendees: Arleen Sinclair (minutes), Dan Grandfield (chair), Mirela MacInnes, Ann Ross, Peter Littwin, Claire Sanville, Jim Anderson

Apologies: Ailsa Campbell, Ian Christie, Catriona Davies

ACTION POINTS

- Ask CD and CS about carrying out FB ads to advertise membership
- AS to produce CCF infographic for AGM event
- DG to prepare for chairing the AGM – assist with voting in/out BOD
- AS to check if Artspace is free
- Add AGM to agenda for next meeting
- 25/7/19 - Last week in July for a July board meeting
- 22/8/19 – to have an Aug meeting in advance of AGM
- AC to approach the potential new secretary candidates
- MM to approach two potential candidates about Treasurer role - by July meeting
- AS to put 'Treasurer and Secretary roles' on the G-Drive for BOD to comment
- An advert to be created from the role descriptions for new BOD
- AS to send PL details of Heritage funds
- PL to review original app for SCIO for FOOSM
- AS to rearrange Paul Keith meeting for DA SPV set up for 4th July

	Item	Lead		Time allocated
1	Approval of Previous Minutes		New AGM date 24/8/19	2 mins
2	Matters Arising			5 mins
3	Declaration of Conflict of Interest		None	2 mins
4	Membership <ul style="list-style-type: none">● Admission of new members	CS	2 new full members. 153 members in total. Suggested to advertise membership now that people are talking about DA. AP – Ask CD and CS about carrying out FB ads.	2 mins
5	Treasurer's report	MM	Not many transactions this month so not distributed to funders. MM to sign off before 2/7/19. May ask CD and AS for help next week.	5 mins
6	Annual General Meeting	AC	Set date, venue and agenda, format, Articles of Association	15 mins

			<p>New date 24/8/19, proposed AGM 10 :30 – 11:30 with open to public 11.30 – 4 ish? For a Volunteer Festival</p> <p>AC preparing graphics for Annual report to make more interesting. Prepare posters for displaying the graphics around room.</p> <p>AS to produce CCF infographic for event</p> <p>DG to prepare for chairing the AGM</p> <p>AS to check if Artspace is free</p> <p>Add to agenda for next meeting</p> <p>22/8/19 – to have an Aug meeting</p> <p>Last week in July for a July board meeting – Thurs 25/7/19</p>	
7	Recruitment of new Secretary	AS	<p>Agree responsibilities and procedure. Review suggested candidates.</p> <p>Need ad for New BOD with admin skills etc.</p> <p>MM hoping to step down at AGM and remain on CDC and to support/mentor new secretary/treasurer.</p> <p>Agreed to not use the description for advertising.</p> <p>AC to approach two candidates</p> <p>MM to approach two candidates about Treasurer role. To be done by July meeting</p> <p>AS to put 2 files on the G-Drive for BOD to comment and adapt</p>	15 mins
8	Staff update	DG	<p>Monthly staff meetings to be started. BOD discussed what staff do.</p>	5 mins
9	Old St Michael's	PL	<p>Discuss CCT support</p> <p>Sadly, FOOSM treasurer has passed away. Need to find a treasurer.</p> <p>21/5/19 discussion with MM and PL – Museum group interested, to progress need an intrusive survey, CUSP completed non-intrusive survey 2015. Need £15k for intrusive survey. Arch Heritage Fund can match fund. Need 50%. MM offered assistance with OD and Funding. FOOSM stuck at the moment and can't progress.</p> <p>PL advocates that CCT would be better placed to take OSM forward. AS advised that there is little capacity to help with SCIO set up</p> <p>PL looking to do a tender process for OSM as with DA.</p> <p>29/6/19 – ceilidh to fundraise.</p> <p>AS to send PL details of Heritage funds</p> <p>PL to review original app for SCIO</p>	10 mins
10	Paths	JA	<p>Update only – see written</p> <p>Stewart Donaldson to send letter to landowner</p>	5 mins
11	Drummond Arms	AS	<p>Update only</p> <p>AS to rearrange Paul Keith meeting for 4th July</p>	10 mins
12	Organisational Development	AS	<p>Update only</p>	5 mins

13	Crieff Community Action Plan	AS	Update only	2 mins
14	Community Choices Fund	AS	Social Capital tool update	2 mins
15	Can Do Crieff	CD	Written update only	2 mins
	AOCB			5 mins