

Minutes of the General Meeting of Sustainable Kirriemuir Management Committee on Wednesday 16th February 2022 at 8pm in Airlie Arms Hotel, Kirriemuir.

1. Present: Kate Munro, Florence Benoy, Terrill Dobson, Clare Little, Millie Stevenson, Fiona Cameron
2. Apologies: Erica Duncan
3. Minutes of the previous meeting were approved by TD and seconded by KM with no matters arising.
4. There were no conflicts of interest declared.
5. Office bearers were elected as follows:

Role	Postholder	Nominated	Seconded
Chairperson	Kate Munro	TD	MS
Vice-chairperson	Terrill Dobson	KM	FB
Treasurer	Clare Little	KM	FB

6. Other roles were agreed as follows:

Role	Postholder
Administrator (staff)	Fiona Cameron
Data Protection Officer (staff)	Fiona Cameron
Membership Secretary (staff)	Fiona Cameron
Data Protection Oversight (MC)	Terrill Dobson
Sustainability Officer (MC)	Florence Benoy
HR Officer (MC)	Erica Duncan (proposed)
Child & Vulnerable Adult Protection Oversight (MC)	Erica Duncan (proposed)
Child & Vulnerable Adult Protection Officer (M)	Kirsty Maxwell
Health, Safety & Wellbeing Officer (MC)	Millie Stevenson
Funding Officer (MC)	Kate Munro

7. **It was agreed that FC would send everyone all current drafts of policies to review, and send approval or suggested amendments, before the next meeting (ACTION).**
8. **It was also agreed FC would discuss with LU and EH which staff policies they felt were highest priority to be reviewed (ACTION).**
9. **KM offered to contact Janet Wilson, a previous Treasurer, to ask her to mentor CL in her new post (ACTION).**

10. CL offered to contact the Adult Protection Committee to find out about training they could provide specifically for community groups (ACTION).
11. It was agreed that all staff should have a performance review with personal development planning ahead of their new contracts starting in April 2022 (ACTION).
12. Date of next meeting: 9th March 2022 at 8pm on Zoom.

The meeting was adjourned at 9.10pm

Meeting Log

		TYPE	Present	Kate Munro	Florence Benoy	Erica Duncan	Terrill Dobson	Millie Stevenson	Clare Little
2									
39									
40	27 January 2022	Committee Meeting	6	1	1	1	1		
41	03 February 2022	AGM		1	1	1	1	1	1
42	16 February 2022	Committee Meeting	5	1	1	0	1	1	1