

Sustainable Kirriemuir

Board of trustees meeting

18 May 2023 @7.30pm

Location: Millie's

	Action
Present Kate Munro (KM) (Chair) Terrill Dobson (TD) Erica Duncan (ED) Steve Gardner (SG) Antony Gifford (AG) Claire Little (CL) Millie Stevenson (MS) (minutes)	
Welcome & Apologies KM welcomed new and returning board trustees. No apologies - all trustees were present.	
Introductions The trustees introduced themselves to one another.	
Discussion of the different board roles required for coming year and allocation of roles The discussion was started with consideration of the subgroups required. Each subgroup requires a board lead. Agreed the following subgroups of the board were necessary for the following year to help deliver the strategic plan: <ul style="list-style-type: none">- Finance and funding- Business development/Income generation- Resource allocation and operational planning. Required trustee roles: Chair, Treasurer and Secretary. <u>The trustees agreed the following allocation of required roles:</u>	

<ul style="list-style-type: none"> - KM to continue as Chair - CL to continue as Treasurer - MS to continue as Secretary. <p><u>Other roles agreed:</u></p> <ul style="list-style-type: none"> - TD to continue as deputy Chair - TD will progress SCIO/OSCR application. Timeframe approx. 6-8 weeks. Board recognised the importance of this for future funding applications. - MS will be lead for policy development and review. Previously agreed that each board meeting that 2 policies will be agreed/reviewed. MS to discuss current policy status with FC (action 1). SG to provide information about policies and risk assessments Scottish Wildlife Trust use (action 2). MS to provide list of current policies and their status at next meeting (action 3). - Fundraising and finance lead – SG - Business development/income generation lead – AG - Resource allocation and operational planning lead - TD - HR lead – continue as ED in short term. However, acknowledged that we should build external HR support into future funding applications in order that we can seek expertise required. - Communications lead – ED <p>The board agreed that a board H&S lead is not required. SK Project Manager is lead on H&S matters and can defer to the board for decisions.</p> <p><u>Membership of subgroups (subject to change):</u></p> <p>Fundraising and finance – SG, CL, KM. Subgroup to ask whether AT and FC have capacity to be on group (action 4). TD offered to review funding applications.</p>	<p>MS</p> <p>SG</p> <p>MS</p> <p>SG/CL/KM</p>
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Business development/Income generation – AG, TD, ED	TD/SG/CL
Resource allocation and operational planning – TD, SG, CL. Subgroup to check that AT ok to be on group (action 5).	MS
Once board have had time to review draft minutes, MS to advise staff of the board roles (action 6).	MS
MS to ask FC that all trustees have access to SK google drive (action 7).	
Pattern of meetings Agree that board should continue to meet monthly. Wednesday evenings currently suit all the group. Continue with current frequency of staff/board meetings. MS to discuss with interest group leads (AW, MR, lead volunteer for growing) how they wish to engage with the board going forward (action 8). AG will speak to MR re energy group (action 9). Strategy recognises need for Reduce, Reuse, Recycle interest group – TD will aim to progress once SCIO/OSCR application complete.	MS AG TD
Finance and Funding Funding for community engagement officer finishes mid August 2023. Board keen to source more funding to support this role (action 10) Employing temporary gardener for maternity cover for 4 months. Unlikely size of garden would be able to generate enough revenue to cover extension of this contract.	Funding group

<p>eVan due to arrive mid June. Need signed written agreement between food hub/SK re use and running cost of van. Require plan regarding funding for running costs. To be included as project for Business Development/Income Generation subgroup. AG to speak with AT (action 11).</p>	AG
<p>eVan to be standing agenda item for foreseeable board meetings (action 12). Subgroup updates to be standing agenda items (action 13).</p> <p>Review of accounts CL to speak with ED and SG regarding possible contacts who could undertake independent review of SK annual accounts. KM to speak to Rotary. (action 14)</p>	MS CL/ED/SG KM
<p>AOB</p> <p>National Lottery visiting on Monday for filming. SG able to attend. Once has access to google drive, MS to send pathway to previous national lottery funding application (action 15).</p>	MS
<p>DONM</p> <p>14 June: 7-8pm – Staff/board, 8-9pm – board only.</p>	