

Sustainable Kirriemuir

Staff and Board of Trustees Meeting

14 June 2023 7pm

Airlie Arms Hotel

	Action
Attendees Fiona Cameron (FC) Terrill Dobson (TD) Erica Duncan (ED) George Maxwell (GM) Steve Gardner (SG) Antony Gifford (AG) Clare Little (CL) Kate Munro (Chair) (KM) Millie Stevenson (Minutes) (MS) Amandla Taylor (AT) Apologies: Jenny Blair With thanks to the Airlie Arms for the use of the Breakfast Room for the meeting.	
1. Welcome and Introductions KM welcomed staff and board members. GM was welcomed to SK.	
2. Minutes of Previous Meeting The minutes of the last staff meeting on 15.02.23 were confirmed as an accurate record.	

<p>3. Matters Arising</p> <p>The action log was updated.</p> <p>Pertinent updates:</p> <ul style="list-style-type: none"> - AT has new laptop. However, needs Microsoft 365 licence. Cost would be reduced when become a SCIO. MS wondered about Community Benefit Gateway [on further investigation probably not suitable for this need]. KM to ask Jennifer Anderson whether any support for community groups for Microsoft licence through the council (Action 1). - KM to send written agreement with land owners re owl boxes to FC (Action 2). 	<p>KM</p> <p>KM</p>
<p>4. Conflicts of interests</p> <p>No conflicts declared</p>	
<p>5. Operational planning update</p> <p>Staff retreat in April. Focused on what want to achieve with current funding cycle (ends March 2024). AT met with members of the board this week to go over operational plan. Making progress. Meeting again in a fortnight.</p>	
<p>6. Staff updates and reports</p> <p>The staff were thanked for their update report which was received in advance of the meeting.</p> <p>2 new members of staff on short fixed-term contracts – Community Engagement and Maternity Cover for garden.</p> <p>JB update:</p> <ul style="list-style-type: none"> - S2E – JB has been supporting the group. Aligning aims of the group with the aims of the SK strategy. Participants have signed up to a charter around re-use/minimising waste etc. Attendee fees now. JB attends 1/month. Group working well. - Creating nature workshops – poor sign up. - Workshops – online booking. Have different payment options – pay as you feel, standard rate, pay it forward. 	

<ul style="list-style-type: none"> - Has organised events until August. - Few referrals from VAA social prescriber but those referred tend not to engage. VAA visited SMF today and would like photos. FC to send VAA photos of SMF (Action 3). 	FC
<p>GM update:</p> <ul style="list-style-type: none"> - Focus on maximising produce, trying to grow more for market. EH has registered account on Open Food Network to sell produce online. EH needs to send passwords or set up another account. New pricing scheme discussed with A Longer Table. Prices based on soil association guidance for non organic produce. Need written confirmation of arrangement with A Longer Table (AT to do this – Action 4). - Arranging meeting with St Mary’s to discuss how SK can use the SMF space. Awaiting meeting dates from SMF. - AT/FC to speak to GM regarding advertising produce on social media for SMF (Action 5). - Tots are now using SMF on a Friday. 	AT AT/FC
<p>AT update (active travel):</p> <p>Coordinating electric bike scheme, going smoothly, positive feedback. However, lack of storage makes change over challenging and limits expansion. Bike mechanics workshops very popular.</p> <p>Other:</p> <p>Disclosure – ED co-signatory. Staff and board should be disclosure checked. Proposed Child Protection and Adults At Risk Policy states volunteers should not work alone with adults at risk/children.</p>	
<p>FC and TD to discuss website layout and google drive (Action 6).</p>	FC/TD

<p>The group discussed communication between meetings. Agreed to continue with email communication. If clear which board member to communicate directly with, then email them but if not email the entire group.</p> <p>Staff security through online engagement of paramount importance. Consider moving to single shared profile on social media without individual staff names. AT/JB/FC to explore options (Action 7)</p> <p>To consider staff mobiles in future funding applications.</p>	<p>AT/JB/FC</p>
<p>7. Events update</p> <p>Board were supportive of running Apple Day and Tattie day in 2023. However, recognise staff reservations in terms of capacity to deliver. Consider employing someone on a freelance basis. Apple Day could be run on a smaller scale e.g. only juice apples on the day which the community bring.</p> <p>Summer solstice – 40 people attending – AT organising.</p> <p>Consider events coordinator for the short term. Ideal model would be individual project officers for each area who would run in events in their own workstream.</p>	
<p>8. AOB</p> <p>New board trustees and GM to provide FC with biography and photo for website. Others to check details currently on website (Action 8)</p>	<p>ALL</p>
<p>9. DONM</p> <p>Currently scheduled for 11 October 2023.</p>	