

## Approved Minutes of the Meeting of the Board of Directors/Trustees

Tuesday 20<sup>th</sup> February 2018, 19.00-21.00

HDDT Office, Brander Building, The Square, Huntly

**Present** Les Allan (LA, Chair), Bruce Murray (BM), Mary Scott (MS), Carole Small (CS), Jamie Wilkinson (JW)

**In Attendance** Donald Boyd (DB), Debbie Haefner (DH, Minutes), Dave Simpson (DS)

**Apologies** Alastair Ross (AR)

Ref	Item	Action	By when
<b>1</b>	<b>Welcome, Apologies, Introductions &amp; Declarations of Interest</b>		
	LA welcomed all to the meeting and noted the apologies. The declarations of interest were distributed. DH to update as necessary.	DH	20/03
<b>2.</b>	<b>Minutes of Previous Meetings</b>		
	Minutes of Board meeting held on 20/12/17 approved. Matters arising: <ul style="list-style-type: none"> <li>• Susan Munro is still planning to assist with finances/QuickBooks.</li> <li>• Greenmyres Ecobothy to be discussed at March meeting.</li> </ul> Minutes of Board meeting held on 23/01/18 approved. Matters arising: <ul style="list-style-type: none"> <li>• Changes to M&amp;A of Association – plan to inform members of the need for these changes at the members meeting on 6<sup>th</sup> March and seek their approval at a later meeting. Clarification form DTAS on a couple of points required first.</li> </ul>		

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<b>3.</b>	<b>Financial Report</b>		
	<p>DB presented a summary of the financial position, showing reserved/committed funds. Key points and decisions:</p> <ul style="list-style-type: none"> <li>Unrestricted funds amount to £180,491.</li> <li>Having seen the positive effect of repaying the Social Investment Scotland (SIS) loan faster (loan repaid 5 years earlier and saving of £210,000 in interest) by doubling current payments every quarter, it was agreed that in principle we double the loan repayments to SIS for the meantime (but reviewed quarterly), and pay a possible lump sum in March if we can afford to do so. HDDT members to be informed of this decision and the reasons for doing so.</li> <li>LA updated all on the GRE finances: CYB is due to release £90K to GRE as the surplus for the quarter to 31/12/17. It was agreed at the GRE board meeting (held earlier today) that £60K of these funds would be paid into HDDT's account. The rest is required to be retained for the time being by GRE in order to keep its balance sheet positive.</li> <li>QuickBooks is all up to date. <b>BM</b> offered to give DH/DB a short training session on QuickBooks reporting if necessary.</li> </ul>	DB	06/03
		DH/DB/ BM	
<b>4.</b>	<b>Development Manager's Update</b>		
	<p>DB provided an update on developments since the last Board meeting via email prior to this meeting.</p> <p>Requests / Proposals:</p> <ol style="list-style-type: none"> <li>Reminder to complete skills audit <b>by 28/02/18</b></li> <li>Agree to underwrite costs of Car Club in 2018/19 as per proposal in item 5. <b>YES</b> (see Item 5 below)</li> <li>Until further notice repay twice the SIS loan amount (ca £24K/qtr) and make lump sum payment in March once distribution is clear. <b>YES</b> (see Item 3 above)</li> </ol>	ALL	28/02
<b>5.</b>	<b>Room to Roam Green Travel Hub</b>		
	<p>DS presented a paper, circulated in advance, detailing 7 options for the Car Club in light of the CCF funding application being rejected.</p> <p>After a long discussion exploring a number of the options, the board decided on the following:</p> <ul style="list-style-type: none"> <li>HDDT will underwrite the running costs of the car club, inc project manager for 2 days/week (option 2) for 2018/19</li> <li>HDDT will return the electric van to Co-wheels and look to replace the small petrol car for a hybrid estate. <b>DS</b> to look into these costings.</li> <li><b>DS</b> to consult HDDT and Car Club members on these proposed changes prior to any commitment.</li> <li>A marketing strategy is to be a priority for 2018/19 in order to widen usage.</li> <li><b>DS</b> to include an article in the next HDDT newsletter.</li> </ul>	DS DS	02/03 02/03
		DS DS/BM	31/03 26/02

<b>6.</b>	<b>Draft HDDT Business Plan 2018/19-2021/22</b>		
	DB talked the board through the work he has been doing on the business plan. He is aiming to strike a balance between income generation and investment in community projects and presented a first table of potential areas of work and individual projects. DB will carry out further consultation before the final plan is presented. The Board made clear that we don't have to feel committed to continuing doing everything we have been doing to date. The outcome of the Ice Cream Architecture study will also have an impact on the plan. <b>DB</b> to present his thoughts to the 20/03 Board meeting.	DB	20/03
<b>7.</b>	<b>OSCR Request</b>		
	LA received an email from OSCR in light of recent negative publicity about the charity sector. The board agreed that we need to review existing policies and procedures and develop new ones where necessary. All must be up to date and signed off by the board at regular intervals. DH/DB to prepare an overview and send to LA for initial review.	DH/DB	09/03
<b>8.</b>	<b>Members Meeting on 6<sup>th</sup> March</b>		
	<ul style="list-style-type: none"> <li>The members meeting will take place at The Bank Café and Restaurant on Tuesday 6<sup>th</sup> March (19.00-21.00). <b>All directors</b> are expected to attend.</li> <li>Ice Cream Architecture will be in attendance to introduce themselves and their commission and to get initial feedback from our members. <b>DH</b> to inform members of this prior to the meeting taking place.</li> <li><b>DB</b> to circulate a proposed agenda to the board asap, along with what the directors are expected to report on.</li> <li><b>All</b> were reminded that articles for the newsletter must be sent to BM by 26<sup>th</sup> February.</li> </ul>	ALL  DH DB  ALL	
<b>9.</b>	<b>AOCB</b>		
	<ul style="list-style-type: none"> <li>MS – the community payback team will be tree planting at Greenmyres on 10<sup>th</sup> March and the next 3 weekends thereafter.</li> <li>Funding for the path to Gartly Moor will be made public at the members meeting.</li> </ul>		
<b>12</b>	<b>Close of meeting</b>		
	<ul style="list-style-type: none"> <li>LA thanked everyone for their attendance and closed the meeting at 21.35.</li> <li>Next meeting is Tuesday 20<sup>th</sup> March at 19.00.</li> </ul>		