

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

Tuesday 19th June 2018, 19.00-21.00

HDDT Office, Brander Building, The Square, Huntly

Present Jamie Wilkinson, (JW, Chair), Rosemary Munro (RM), Claire Newman (CN), Mary Scott (MS)

In Attendance Donald Boyd (DB), Debbie Haefner (DH, Minutes), Graeme Ralph (GR)

Apologies Les Allan (LA), Bruce Murray (BM), Carole Small (CS)

Ref	Item	Action	By when
1	Welcome, Apologies, Introductions & Declarations of Interest		
	JW welcomed all to the meeting and noted the apologies. Introductions were made to and by Graeme Ralph who attended the meeting with a view to joining the Board. The declarations of interest were circulated. No amendments were required.		
2.	Minutes of Previous Meetings		
	The minutes of the Board meeting held on 15/05/18 were approved by MS, seconded by RM. Matters arising: <ul style="list-style-type: none"> DH to seek out Quickbooks training. Susan Munro is still able to assist with finances but is limited with time due to other commitments. 	DH	21/08
3.	Financial Report		
	DB presented a summary of the financial position, showing reserved / committed funds. Key points and decisions: <ul style="list-style-type: none"> Current bank balance £189,587 Unrestricted funds amount to £105,000 Restricted funds amount to £63,731 Other points discussed: <ol style="list-style-type: none"> We finally have an additional RBS account to hold the Cairnborrow funds reserved for Cairnie Glass Community Trust (CGCT). DB/DH have already transferred £24,004.07 into this account being the full amount due to date. 		

Building a resilient, inclusive and enterprising community

	2. MS asked whether the £57,000 allocated to reserves would be better off in a higher interest account while retaining easy access. DB to investigate options as part of potential bank switching plan.	DB	21/08
4.	Development Manager's Update		
	<p>DB provided an update on developments since the last Board meeting via email prior to this meeting.</p> <p>Points discussed:</p> <ul style="list-style-type: none"> • Hydrogen proposal to CARES programme • Funding plan for Ecobothy at Greenmyres • E-bike locker storage progress <p>Requests/Proposals:</p> <ol style="list-style-type: none"> 1. Approve proposed areas of activity for HDDT business plan 2018/19-2022/23 (item 5a) YES 2. Approve proposed HDDT staffing plan (item 5b) YES 3. Approve amended role and accompanying salary increase for DH (item 5c) YES 4. Approve Huntly Information Hub management plan (item 6) YES 5. Approve procurement for conservation / digitisation of Huntly Express Archive (item 7) YES 6. Clarify who is intending to remain on the Board after the AGM, subject to the five-year rule being amended (item 8) YES. 		
5.	Draft business and staffing plan, inc DH salary increase proposal		
	<p>DH left the room at the start of this item.</p> <p>DB outlined the overall business and staffing plan, and where the role of DH fitted into this. The group welcomed the plan and suggested the following possible amendments: Should 'sport' should be added to the five areas of activity. Re community transport issue, RM raised the need for improved options for those who transport the elderly or others who can no longer drive. Insurance for these drivers can be an issue. Someone needs to take overall responsibility for the Huntly website, JW suggested that this should be HDDT given that no-one else is doing this.</p> <p>JW suggested that each areas of activity should pull together a sub-group, including at least 1 HDDT director and the Development Manager of each. HDDT members, and others, could then be involved as volunteers. Each group would then receive a budget to progress matters. Board meetings could then potentially move to bi-monthly with each group reporting to the board at that point.</p>		

	<p>In terms of the staffing plan, the board were again happy. JW and CN mentioned the potential need for an admin assistant to free up more of Debbie's time. This post could be added into the new plan.</p> <p>At the end of the discussion, the overall direction of travel of the business plan was approved as was the proposed staffing structure and the proposal for DH's role. DB now to:</p> <ol style="list-style-type: none"> 1. finalise business, and 2. liaise with our accountants re DH's new terms and conditions. 	DB DB	21/08 25/06
6.	Huntly Information Hub Management Plan		
	<p>All had read Hazel McLaren's paper re the Huntly Information Hub Management Plan prior to this meeting. The Board are happy to proceed with the plan, despite no building having yet been identified. Options will be presented to the Huntly Town Team on 29/06.</p> <p>The board asked DB to gather further information on the RBS building and the steps being taken for its disposal so that if the board felt it appropriate HDDT could enter discussions with RBS with a view to a purchase. GR offered to put DB in contact with a senior PR representative within RBS.</p>	DB/GR	30/06
7.	Huntly Express Archive Proposal		
	<p>DB explained that initial work on conserving and digitising the Huntly Express has been done. To take it forward now we need to engage specialists and when the time is right recruit someone to manage this project as foreseen in the HDDT staffing plan.</p> <p>DB also explained that one potential specialist is related to him by marriage and the Board agreed that while DB can be help prepare tender documentation he should not be involved in any appointment. DB to progress procurement with BM.</p>	DB/BM	21/08
8.	Board Matters		
	<ul style="list-style-type: none"> • It was agreed that the members meeting due on 26/06 will be cancelled. DH to book Bank Café for the AGM in September. • DB noted that we are now a "living wage" employer. • BM and MS are prepared to stand for re-election at the AGM, assuming we amend our five-year restriction on being a Director. 	DH	30/06
9.	AOCB		
	<p>The tenants at Greenmyres are in arrears with their rental payments and may want to leave earlier than originally planned. DB/LA to liaise with the tenants to discuss an arrears repayment plan.</p>	DB/LA	ASAP
10.	Close of Meeting		
	<p>JW thanked everyone for their attendance and closed the meeting at 21.00. The next meeting is on 21st August.</p>		

