

First Meeting of the Board of Trustees, Tuesday 2nd April 2002, 7.30 p.m., Duireaskin, Aberfeldy.

Trustees present: Paul Jarvis (Chairman), Ruth Atkinson, Julie Gardiner, Bill Hoare, Robin Hull, Hamish Nicholson, Andrew Pointer, Ian Riddell, Innes Smith.

In attendance: Colin Liddell (J & H Mitchell), Margaret Jarvis (Minutes Secretary).

1. *Apologies.* Beryl Coope, Marjorie Finlayson.

2. *Confirming composition of the new Board: 11 individuals elected as Trustees.* The composition of the new board was confirmed as Paul Jarvis (Chairman), Ruth Atkinson, Beryl Coope, Marjorie Finlayson, Julie Gardiner, Bill Hoare, Robin Hull, Hamish Nicholson, Andrew Pointer, Ian Riddell, Innes Smith). The chairman welcomed those present, especially those new to the group.

3. *Noting power to co-opt up to two other Trustees (Article 29).* Noted.

4. *Approving Minutes of the Incorporation Meeting held on 8th February 2002.* Approved. (There had been an interim board of three subscribers on that date: PJ, Wendy Mattingley, IS)

5. *Matters arising.* Comments from attendees about the public meeting of 27th March to elect Trustees had been very positive. Our thanks will be conveyed to Alec Cruikshank for his very effective work in organising and chairing the meeting and also that of 11th March. **Action IS and PJ.**

6. *Election of Vice-Chairman.* IS was proposed by PJ, seconded by RH, and elected unanimously.

7. *Appointment of Minutes Secretary.* MJ was appointed.

8. *Appointment of Membership Secretary.* AP was willing to continue in this role and was appointed. There are currently 90 adult members and two juniors, equivalent to two thirds of the listed number of supporters. AP will maintain the database and all information regarding members should be passed to him.

9. *Appointment of Treasurer.* BC is willing to continue with the day-to-day finances and will be asked to do so. It was agreed that a qualified treasurer was desirable to prepare the annual accounts in the form required. Gordon Evans was suggested as a possibility and will be approached. CL made the point that a Treasurer cannot be a Trustee if a fee is paid. The money involved in the purchase will go through J & H Mitchell and CL will shortly be calling in the undertakings. **Action PJ.**

10: *Finance and Banking.* We currently have a temporary bank account with the Royal Bank of Scotland into which the money from the Technical Assistance grant from the Land Fund has been paid against receipted invoices. This account pays little interest and incurs charges. It was agreed that we should investigate the possibility of an account with better interest and no charges. **Action BC, MJ.** At

present any two of four Trustees (BC, AP, PJ & IS) can sign cheques. JG suggested that we have a finance sub-committee, and this will be arranged at a later date.

11. *Appointment of an Independent Financial Examiner.* Such a person is required to examine the annual accounts before submission to the AGM and a suitable person will be sought by the finance committee when convened.

12. *Choice of Year-End Date.* There was a consensus for 30th November. The current year-end is the date of incorporation, 28th February, and will need to be changed. **Action CL.**

13. *Likely AGM Date.* There was a consensus for a March date. This ties in with the year-end on 30th November and is not too late in the spring to be practicable.

14. *Conflicts of Interest (Article 32).* CL emphasised that Trustees should declare any conflicts of interest during meetings. More generally, many charities set up a register for this purpose. Trustees who already hold Company Directorships should inform the respective Company Secretaries that they have added another Directorship to their portfolio. Information on current Directorships held by Trustees should be passed to CL, if this has not been done already. **Action all Trustees.**

15. *Roles and Duties of Directors.* CL circulated a paper in which the roles and duties of directors are explained and emphasised the importance of being aware of these. He emphasised that regular, up-to-date financial information for the Trustees is absolutely essential to avoid future financial difficulties. The Trustees should ask questions and not just accept the statements of a finance sub-committee. In this respect particularly, CL will be included on a mailing list to receive Minutes and other relevant information.

16. *Appointment of Sub-Committees (Article 40).* Sub-committees are likely to be required in the future for a number of particular purposes. CL pointed out that they should be convened by Trustees but may also include other Members; they should be given their remit and required to circulate their Minutes. This spread of the workload may help in recruiting effective future Trustees.

17. *Appointment of Patrons (Article 53).* Patrons can be useful figureheads for fund-raising. CL pointed out that one or more patrons can be appointed and that appointment for a specific term is advisable. Individuals would be recommended by Trustees and appointed by a General Meeting. This was noted as a future possibility.

18. *Logo and Stationery.* PJ pointed out that stationery will be needed soon, as letters already need to be written. He was concerned that letterhead, font, colour of paper etc should be consistent. BH agreed that the right impression should be created. AP emphasised the need to keep the style and format simple and for the logo to work in black and white. JG and RA offered to design a letterhead, circulate it for comment and bring a draft to the next meeting. CL will draft the official information, including the charity number, to go at the foot of the page. **Action CL, JG, RA.**

19. *PR and Publicity.* The importance of staying in the public eye and keeping in touch with the community was emphasised and formation of a sub-committee for the

purpose was agreed. Formerly this had comprised RH and Mairi Stewart, the latter now no longer available. RH and BH agreed to continue in this role. Following the public meeting on 27th March RH had sent information to 21 newspapers but on this occasion had received no phone responses. The next major event will be completion on 10th May. **Action RH, BH**

20. *Fund-raising*

(a) *Donations to date.* These are technically eligible for Gift Aid after the date of recognition of the charity by the Inland Revenue. CL did not recommend treating the subscriptions as eligible as the benefits of membership are received in return. Donations from other charities or from businesses are not eligible. Gift Aid forms will be sent to all those individuals who have made donations. **Action CL.**

(b) *Collecting in Undertakings.* CL will write to donors to collect these and will use them to pay for the purchase. The amount is just sufficient for this. **Action CL.**

(c) *Development funding.* This may be easier to achieve after a successful start has been made. CL advised a 'shopping list' approach and expressed his willingness to give any advice needed. This item was discussed later in the meeting, see below (24).

21. *Other questions raised with CL.*

RH asked about public liability insurance with respect to access onto the land. CL answered that this would be needed as soon as the Trust owned the land. PJ will find out about the JMT insurance policies. IS will also research insurance. **Action PJ, IS.**

AP asked about the implications of the Data Protection Act for the Trust as we have a computer list of members. CL replied that we would only have to register if we published this list, otherwise there was no problem.

CL left at 9.00 p.m., after being thanked by PJ on behalf of the Trustees for his helpfulness in attending the meeting, drawing attention to relevant matters at this time and answering many questions.

22. *General Discussion.* PJ emphasised that the elected Trustees now had the responsibility to get things moving. He listed possible necessary sub-groups: *finance, fund-raising, publicity, Dùn Coillich, forestry, liaison with schools, membership, access.* IS wanted a wide-ranging discussion focussing on Dùn Coillich first, to clarify what is to be done, particularly with respect to practical issues such as making a car park. PJ wanted to take a broader view, not focussing only on Dùn Coillich. He suggested that other members should be brought in to help with various aspects.

23. *Fund allocation.* JG pointed out that we may have to distinguish between funds for Dùn Coillich and for the Trust generally to avoid future problems. We should discuss with CL whether it would be advisable to designate all money for the Trust unless otherwise specified, or allocate a proportion explicitly for Dùn Coillich. PJ

agreed that there would certainly be some restricted funds because some donors may allocate funds for particular purposes, and indeed if we have a "shopping list" this will certainly be the case. However, too many categories, if formalised, may prove to be unhelpful. MJ recalled that the subscription amount had been set to cover the basic running costs of the Trust, especially communication with members in relation to news and the AGM.

24. *Development funding.* PJ came back to the need for more funding before we could do anything and we therefore need a specific group of people to work on this. Without money there would be a long delay before anything could be done. IS agreed that we need a time scale and must begin getting quotes for work to be done. IR offered to get back the application forms from various grant-giving bodies from Alec Cruikshank and begin with fund raising. PJ offered to help with the preparation of applications and Wendy Mattingley will be asked if she would like to join in particularly with respect to SNH. Thus a small fund-raising committee emerged. **Action IR, PJ.**

25. *Education.* PJ queried how we were going to get involved with schools. IS said that a mother at one of the public meetings had suggested a youth sub-group. There was some general discussion and the question as to how to involve schools was left for the future.

26. *Dùn Coillich.*

(a) *Management planning.* IS offered to take the lead on this and will start discussions leading to a preliminary action plan. It was agreed that there would be no tree planting this year because of the need to carry out surveys first. RH emphasised that we must know what is there first, before any planting. There was a consensus about this. IS will convene a meeting of all those who have expressed interest on 8th April at 7.30 p.m. (place to be confirmed). **Action IS.**

(b) *Woodland Grant Scheme, WGS.* Despite many attempts, PJ had not been able to contact Mike Strachan of the Forestry Commission in Perth again about the possible WGS options. A further visit to Perth was essential to discuss this as soon as possible; serious amounts of money are involved and the Forestry Commission want to preserve the scheme so are likely to be co-operative. JG will try to contact Mike Strachan and JG, RA and IS will see him to sort out the options. They will present a paper to the next Trustees meeting and a decision will then be taken. **Action JG, RA, IS.**

27. *Recording resources.* RH circulated maps on which we could record any relevant observations, with dates, made on Dùn Coillich. However, AP questioned their suitability for adding to a database because they did not facilitate accurate grid references. PJ pointed out that RA had done an excellent National Vegetation Classification survey of Dùn Coillich for the WGS and that this provided a sound starting basis, whereas the Environmental Statement is not very good on other things. Perth College had suggested that they could help with a landscape survey. A sub-committee is needed to coordinate future recording on Dùn Coillich.

28. *Offer of help.* RH had written to Charlie Ramsay to thank him for his input to the public meetings and offer of help. At his suggestion, several Trustees will attend a meeting on Soil Mineralisation at Kindrogan and quotes for car parks etc will be discussed with CR.

Next Meeting: Tuesday 23rd April at Duireaskin, Aberfeldy at 7.30 p.m.