

# BIRSE COMMUNITY TRUST

## Minutes of Board Meeting 20th March 2018

Trustees Present: Guy Haslam (Chair), Doug Boyle, John Hector, Jonathan Kitching

In Attendance: Jane Winton (Administrator), Eoghan Cameron (Manager), Rick Paul (Secretary to Board)

Apologies: Hedge Shand

### 1. Introduction

- 1.1 The Trustees paid tribute to Dorothy Dinnie who died recently. Dorothy was a keen supporter of BCT and served on the Board of Trustees from 2006 to 2012.
- 1.2 GH welcomed the new manager Eoghan Cameron, the agenda was confirmed and one apology was noted. There were eight items for AOB.

### 2. Minutes of Previous Board Meetings

- 2.1 The Minutes of Meeting on 20<sup>th</sup> February 2018 were approved and signed.

### 3. Matters Arising

- 3.1 It was confirmed that the smoke detector and emergency lighting checks for March were completed.

### 4. Finances

- 4.1 Annual Accounts 2017: The financial statement was reviewed and approved by the Trustees.
- 4.2 BTCO Finances: Trustees reviewed the company's financial position and noted that whilst in a healthy state, funds would be required for the new Balfour Forest track. DB advised the Board that a second Balfour thinning would take place in 2018.

### 5. Administration

- 5.1 Manager: GH had met with EC and had agreed that his initial focus, on top of getting up to speed with BCT, would be:

- to assist with the AGM and the process of bringing together the accounts for the Report,
- to be involved with the Deer Management Group,
- to understand the workings of the Community prior to the June meeting.

- 5.2 AGM: Trustees reviewed the draft Annual Report and noted that pages 12 and 13 need updating when the accounts are verified (GH and JW). They also recommended minor alterations to some of the wording. GH asked everyone to send any final comments to EC by 31<sup>st</sup> March to enable us to have it ready to send out by Mid/late Apr.

Trustees agreed that the AGM will start at 4pm, with drinks and nibbles to follow at 5pm. RP to organise the catering. RP to send out the current list of invitations for review.

GH and DB suggested some kind of recognition for all Robin Callander's involvement with BCT, perhaps naming a path after him. JK offered to investigate models for display.

GH will send a draft presentation to Trustees before the April meeting.

## 6. Properties

- 6.1 Signage: The artwork for one sign has been located, and GH is working on the associated wording.
- 6.2 Commonly Pinewoods: DB/JW/EC to liaise and meet with Mike Thomson of RTS to ascertain BCT's commitments and liabilities, and the risk factors involved.
- 6.3 Mills: the sign was approved with minor amendments to the wording. EC to clear with Robin Callander. GH to meet with Davie Hector and Sian Loftus to investigate the possibility of a development grant.
- 6.4 Birse Kirk and Belfry: no progress

## 7. Other Projects

- 7.1 Archive: Trustees agreed to fund Sian Loftus to put in a bid to AHF for a costed proposal to improve/develop the Old School and Archive complex. EC to meet Sian to co-ordinate actions.
- 7.2 Finzean to Potarch Path: no progress – to be discussed at the June meeting with the Estates.

## 8. Any Other Business

- 8.1 BTCo: GH and EC to attend the AGM for BCT.
- 8.2 Deer Management Group: JW to see who came to the last meeting, and produce an agenda. JW, DB and EC to attend the meeting on 25th April.
- 8.3 Charity Seminar: RP to reply to Colin Liddell with apologies from Trustees.
- 8.4 Data Protection: Trustees agreed that BCT complies with the principles of the Act and the GDPR changes, although it is exempt from registration.
- 8.5 Potarch: Trustees discussed the current three communities of the parish, Birse, Ballogie and Finzean, and whether to make Potarch an entity in its own right, but decided against change.
- 8.6 Co-op Grants: GH to apply for a grant to renew the local interpretation signs.
- 8.7 Succession Planning: DB to approach Euan Christie to find out whether he would be interested in obtaining a chainsaw certificate with a view to working for BCT/BTCo.
- 8.8 BCT's Public Profile: Trustees were reminded that The Deeside Piper is always looking for stories of local achievements. JW to add EC as a Facebook administrator. GH to investigate whether Tesco's input should be acknowledged on the new Mills sign.

## 9. Trustee Meetings and Visits

- 9.1 Board Meetings: The next meeting was scheduled for Tuesday 24th April in the Archive Room at 7:15 p.m.

Signed.....

Date.....