

Minutes of the HCDT Board Meeting on 25 June 2019

Present: Flora MacLeod; Mairi MacLean; Alisdair Wiseman; Euan Macleod (Development Manager); and Laura Armstrong (Projects Manager).

Apologies: Jimina MacLeod; and Domhnall MacLeod.

Venue: Raebhat House.

- **Refurbishing the community space:** Laura provided an update on progress since the last meeting.
 - * Crockery, sofas and tables and chairs have been ordered. The floor plan confirms that we will need 12 tables to provide the maximum number of layout permutations. The shipping cost for the tables and chairs looks reasonable.
 - * We decided to replace the existing hot water tank with a pressurised alternative and consider the £3K cost acceptable.
 - * Scottish Water has resolved the water pressure issue. We don't know what pressure we get now but it is measurably better at the tap.
 - * We agreed to fit softwood skirtings and whitewash them. As a result of the smaller number of skirtings required (because we are having flooring upstands), the cost is less than was previously budgeted. We will supply the wax finish acrylic whitewash.
 - * We approved the construction of an accessible path from the north emergency exit to the front door. We do not yet have a cost for this but we have no alternative but to make egress from the building fully accessible.
 - * We decided to fit laminate worktops rather than go for the more expensive granite or quartz alternatives.
 - * We agreed that we will source the wall mounted boiling water dispenser but realised that we are not sure if installation was part of the O'Mac scope of supply.
 - * We talked at some length about the possible need for a Building Warrant. Our guidance from Malcolm Crate is that one is not required.
 - * Laura is putting all the kitchen equipment manuals into a single folder so that we have a resource in the future to help advise people how to use the kitchen. We agreed that no one will be permitted to use the kitchen until they have been shown how everything works.
- **Update on the late-summer party:** We agreed that Jordan should get in touch with Shona with regard to Basher's artwork. It is important that we know what he intends to exhibit so that we can plan framing (if required) and hanging. We also talked about inviting Alasdair Allan to the opening party.
- **Euan's initial work:** Euan provided an update on many of the things he has been working on:
 - * The Trust has been invited to present the Growth & Progress Award at school. Euan and Laura will take care of this.
 - * We will check with Jimina to see if she has found someone who wants the spare reclining chair.
 - * The staff one-to-one meetings have gone well.
 - * Euan has completed the Support & Connect funding application covering the next three project years (actually 2.5 years as a result of the funders' delay in getting things moving). The funders may approve the first year and then roll out the approvals for future years. However, we are confident that we will receive this funding although we must not assume this to be the case. Euan noted the invaluable support provided by Jordan while completing the application.

- * Resource planning: the Support & Connect conversation led into the broader issue of staff utilisation. Euan is keen to put some additional structure around resourcing so that we have a clearer picture of the Trust's capacity to support the demand for our services.
- * MIDAS training takes place on the last Thursday of each month and costs £100/person (+VAT). We will get this organised once we are clearer about the need. We will need to look PVG (Protecting Vulnerable Groups) cover as we extend the number of people who can drive the minibus. We should also look, once again, at whether any parents would like to do MIDAS training to provide cover for Don.
- * Euan is going to create a Funding Plan so that we have greater clarity on available funds and the projects and activities to which they are being allocated.
- * It is important that we create much stronger relationships with other community stakeholders. Euan and Laura have met with the local Community Council. They have also met David Macleay from the CNES Development Team. They are attending a Community Energy workshop on Thursday, largely to network.
- * Euan will start the Trust Policy Review shortly. We agreed that we must take a stronger approach to the ongoing financial management of the Trust.
- * Euan is also going to create a Communication Plan for the Trust. The next edition of the newsletter will go out shortly. We need to start getting much proactive with regard to PR. The Nicolson were at the Trust this week as part of the work placement scheme.
- * Euan confirmed that the 'FreeCycle' service is up and running.
- **Euan & Laura's induction:** All going well – no issues and no concerns.
- **General Meeting to adopt the new Governing Document:** We agreed that this meeting will be run in much the same way as the Community Consultation on the same topic on 13 June 2019 – again, we'll try to make it as engaging as possible. This will be a more formal meeting where resolutions will be put to the Members and voted upon. Flora and Alisdair will talk about how to make sure this runs smoothly. We need to organise baking so that the people who come can have tea and cake.
- **Update on the Dalmore development:** Scottish Water has not yet made the connection although all the required equipment is available and the hole has been enlarged. We agreed that any other work to complete the second polycrub should be postponed until we are past the busiest part of the growing season.
- **Grant applications:** The only grant application was £500 for the sheep dog trials. This was not requested in 2018. The Board agreed to support this application. The total grants provided so far this year is £39,506.
- **Reviewing actions from the previous meeting:** We were pleased to see that 21 of the 27 actions from the last meeting had been completed and that 6 of the 7 uncompleted actions are things that are not yet due to be completed. Outstanding actions were:
 - * Inform the Bragar Fitness Group when O'Mac are going to break through into the AGM Room – they are going to leave this as late as possible to minimise disruption and mess in the main office area.
 - * Organise the opening part of the refurbished community space.
 - * Get the Horshader e-mail accounts running for the Directors – just Alisdair's to get working.
 - * Organise MIDAS training.
 - * Advise everyone about progress with the innovation session in the community space in November.
 - * Attend the Donald Smith book launch.
- **Any other business:**
 - * Tree Ark: we need to adopt a more professional approach to planning the future of the Tree Ark. We will form a small working group to look at establishing a clear picture of where we intend to take the Tree Ark.
 - * We must get a Register of Interests in place by the next Board Meeting.

- * We need to set up a meeting to review the RPG accounts and look at anything else that needs to be done with regard to RPG.
- **Insurance claim:** This was not discussed at the Board meeting but Jordan has confirmed that he is in the final stages of making the second claim.

Next meeting: The General Meeting, 7.30pm, 04 July 2019 – Raebhat House; and Board Meeting, 7.00pm, 25 July 2019 – Raebhat House.

The Board of the Horshader Community Development Trust