

NORTH HARRIS TRUST

MINUTE OF MEETING

TITLE : The North Harris Trust

DATE : 15:4:2013

TIME : 7.30pm

VENUE : Tigh an Urrais

Present: Calum MacKay, CB Morrison, Tim Langley, Chrissie Gillies, Karen MacRae, Barbara MacKay, Kenny MacKay, Ian MacSween, Alistair MacLeod, David Wake, John A MacDonald, Mark Lazzeri, Steve McCombe, Matt Watts, DJ Morrison, Linda MacDonald, Mick Blunt
 Kerry Ramsey was unable to attend and so it was agreed that she should be invited along to the next Board meeting.

Item	Summary and Action	Who?	When?
1. Apologies	Diana MacLennan		
2. Minutes of Previous Meeting & Matters Arising	<ul style="list-style-type: none"> Islands Book Trust. John Randall visited the Trust since the last Board meeting and the Island Book Trust are prepared to consider the publication of a book of Laurie Campbell's photographs and the Trust now need to get back to them with details as to the books size and layout. Scottish Islands Explorer Magazine. Mick has not yet submitted the article to the Magazine but informed the group that he would before the upcoming deadline. 	Mick	ASAP
3. Staffing	<ul style="list-style-type: none"> The possibility of employing another HIE Graduate Placement was discussed. It was agreed that the post should be land based and could become involving in croft mapping and liaising with crofters. The possibility of appointing an 'Office Manager' was proposed by Directors. Initially, a job description will be drawn up and discussed among directors and staff. It is not envisaged that this would be a new post but would be created from within existing staffing resources. David reminded Directors about Staff Salary reviews and asked that they be conducted soon. Calum agreed to action this in the next week. It was agreed that it is highly desirable to continue to employ an assistant office administrator It was agreed that before a decision could be made about staffing, a clearer view of finances is needed. 	Tim Calum	This week

Item	Summary and Action	Who?	When?	
4.	Trust Finances	<ul style="list-style-type: none"> The clarity of the Trust finances was discussed at length and it was agreed that SAGE training for 2 members of staff would be beneficial as Diana has actually not had any official SAGE training. The SAGE programme is able to perform many different tasks for us and is not currently being fully utilised to its full potential. In the short term it was agreed that it would be established with Diana how up to date our SAGE records were and that Alistair would pull together a finance update with staff before next Board meeting. Directors also agreed that they would like to get financial projections every quarter once finances are in order. Calum agreed to discuss with Diana the option of approaching Mairi Cameron to see if she would be able to offer help or advice with SAGE 	Alistair & Diana	By next Board meeting
5.	10th Anniversary Update	<ul style="list-style-type: none"> Chrissie updated the group as to the progress of 10th Anniversary Celebrations. To date around 100 tickets have been either sold or reserved. It was thought that everything was in place for the ceilidh/concert. Chrissie agreed to update Kate Langley about those on door duty and first aiders for the night. 	Chrissie	This week
6.	NHT Booklet	<ul style="list-style-type: none"> Karen informed the group that she had received some contributions for the 10th Anniversary booklet but was still waiting on several more. It was agreed that she could send out another reminder to the group as soon as possible. 	Karen	This week
7.	Scalpay Update	<ul style="list-style-type: none"> 3 new directors are now in place for Scalpay, Kenny Macleod, DJ Cunningham and Sheila Roderick. It was agreed that a small piece should be sent to the De tha Dol to inform the members. Alistair gave a short update on the progress of the Scalpay merger and as things stand it is still in the hands of the solicitors. With regard to funding for a support package which would hopefully include a dedicated development officer the group were informed that Ingrid Galbraith from HIE's Community Assets Team was coming to Harris on the 22nd April and would like to meet with the Trust to discuss the situation further. It was agreed that Calum, Steve, Kenny, David plus the three new Scalpay directors would meet her at 6.00 pm on the 22nd in Tigh an Urrais. 	Staff Directors & Staff	By end of week 22 nd April
8.	AGM	<ul style="list-style-type: none"> No date had been set for the Trust AGM. It was suggested that the AGM could present a good opportunity for the release of the 10th Anniversary Booklet and a display explaining the Trust's activities as well as a slideshow presentation could be made up. 		
9.	Director Info Packs	<ul style="list-style-type: none"> Chrissie updated the group as to her progress making up packs for Directors which will include 		

Item		Summary and Action	Who?	When?
		information as to their roles and responsibilities, the Board structure and an details of OSCARs guidelines.	Chrissie	By end of April
10	Project Funding	<ul style="list-style-type: none"> Chrissie informed the group the before she finishes working for the Trust at the end of April that she will produce a paper detailing funding opportunities that are available for various projects. 	Chrissie	End of April
11	Diane Campbell Feedback	<ul style="list-style-type: none"> David asked the Board members as to their progress reading Diane Campbell's report and if they have responded to her. Directors need to decide if they are happy with the suggestions in the report and give feedback to Diane directly. It was agreed that this would be done in the next week. 	Directors	By next week
12.	AOCB	<p><u>Directors ID</u></p> <ul style="list-style-type: none"> Alistair reminded Directors that he needed 2 forms of ID from each of them one of which needs to be a photo ID. <p><u>Board Room Furniture</u></p> <ul style="list-style-type: none"> John Archie agreed to approach CNES about the possibility of getting spare furniture from the new schools for the board room. <p><u>Marig</u></p> <ul style="list-style-type: none"> Alistair gave the group an update to the group about a meeting he had with DJ Morrison in Marig about the loose rock on the hillside. CNES has denied any responsibility and Alistair will make further inquires as to the legal position. DJ also asked the Trust to consider the building on croft 4 with a view to acquiring or repairing it as it was almost certainly build by the estate for the widow of an employee. Further enquiries will be made <p><u>Directors Statement</u></p> <ul style="list-style-type: none"> David reminded a number of directors that he was waiting on a short CV from them. <p><u>Possible Funded Placements</u></p> <ul style="list-style-type: none"> David informed the group that he has become aware of a possible programme that could mean the Trust could employ an extra person in Urgha depot whose post would be 99% funded. The Board agreed that he should look into this further. 	Directors John Archie Alistair Directors David	ASAP This Week Ongoing ASAP Ongoing
	Date of Next Meeting	<ul style="list-style-type: none"> Tuesday 7th May 2013 7.30pm, Tigh an Urrais 		