



MCDC Board Meeting Minutes

Date:	Thursday 11 th January 2024
Time:	7PM
Location:	The Hub
Public/Board Only	Board Only

Directors Attending:	<p>Angus Robertson (AR) (Interim Chair)</p> <p>Bob Jones (BJ)</p> <p>Clara Montgomery (CM)</p> <p>Henriette Laidlaw (HL)</p> <p>Keith Laidlaw (KwL)</p> <p>Kevin Laurie (KDL)</p> <p>Sam Firth (SF)</p> <p>Sue Layton (SL)</p>
Staff attending:	None
Public attending:	None
Apologies:	Jane Stuart Smith
Chaired by:	Angus Robertson
Minutes by:	Kevin Laurie
Meeting is quorum:	(Minimum 3 directors, and majority are elected directors)
Declaration of Interests	None

Agenda Points	Summary/Discussion/Feedback	Actions/Decisions
1. Apologies, declarations of interest on agenda items, minute taker.	<p>Apologies: Jane Stuart-Smith (JSS)</p> <p>Declarations of interest on agenda items: None</p> <p>Minute taker: Kevin Laurie (KDL)</p>	
2. Minutes of previous meeting (also others dated 07/09/23, 05/10/23 & 09/11/23)	<p>Minutes from previous meeting 06/01/24 approved.</p> <p>Two sets of minutes dated 07/09/23 and 09/11/23 are missing, however audio recordings were taken.</p> <p>Minutes dated 05/10/23 were previously approved and yet to be published.</p>	A,1
3. Accounts	<p>AR produced a hard copy of the last three quarters accounts, dated from 01/04/23 to 31/12/23. AR explained that it was still very early after the close of the last quarter for the figures. All three companies accounts included.</p>	
4. Election of office bearers	<p>Chair – Angus Robertson, proposed by KwL, seconded by SL</p> <p>Vice Chair – Kevin Laurie, proposed by SF, seconded by BJ</p> <p>Treasurer – Keith Laidlaw, proposed by BJ, seconded by SL</p> <p>MCDC housing subgroup – Sam Firth, Clara Montgomery and Kevin Laurie. CM agreed to ask Sarah Jones and /or Jennie Robertson to see if they might be interested in joining the sub-committee.</p> <p>Remaining conflicts of interest paperwork from Directors received and handed to the Chair.</p>	B,2,16
5. Minutes process	<p>Proposal to agree minutes procedure</p> <p>a. Having a fixed template similar to Morvern Community Woodlands with an additional column to include target date and coloured action points. It was agreed that it would be good to have MCTC and MorVolts utilizing the same proforma.</p> <p>b. Time frame of one week from meeting to publication of board approved minutes</p> <p>c. Minute taker on a rota basis for now with each Director taking it in turns. If this proves to take a Director out of actively participating in discussions and decisions, the option of paying a minute taker to sit in on meetings is an option.</p>	3,4,5

	<p>d. Draft minutes to all Directors ASAP after meeting, two or 3 days for approval vote by board then publication on Morvern.org and emailed to members.</p> <p>e. Action points to be discussed at next board meeting.</p> <p>f. Naming convention to be adopted of year-month-day-MCDC Board Minutes-Draft/Approved</p> <p>g. Give directors add/amend access to the board folder on dropbox</p> <p>Miles Welsh complaint re. meeting minutes not available to members, it was agreed as in point 2. above, recordings of meetings dated 07/09/23 and 09/11/23 will be transcribed and checked then published. Minutes from meeting dated 05/10/23 will be published soonest.</p>	
6. Good governance practice	<p>a. Good governance practice: Paperwork related to WEAVE to be made available to all Directors. Board training is available from various sources (DTAS/WEAVE/StepHR and Scottish Council for Voluntary Organisations)</p> <p>b. Mem & Arts Review: AR not wanting to spend 6 months of discussing at full board meetings and proposed a sub-group. DTAS could provide a constitution template.</p>	6,7
7. Communication	<p>Communication: Communication between directors discussed, a WhatsApp group was agreed to be beneficial to cut down on unnecessary emailing. It was also agreed by the board that we need to be better at communicating with the members and wider community through better use of the newsletter and social media, communicating in plain English, and start to use De Tha Dol.</p>	C,8
8. AOB	<p>a. Café LA: Annemie Shanks has handed in her Termination of Lease paperwork, the lease will terminate on 31st March 2024. Agreed that MCTC should publish expressions of interest for taking on the lease</p> <p>b. Sheil busses parking: Possible alternative parking for Sheil Bus at the Hazelwoods carpark.</p> <p>c. SSE energy costs: 3 phase electricity connection into the Hub is very expensive, possibility of reducing the electricity supply, SSE have issued a quote for the cost of this work; Miles Welsh possibly willing to assist. Board approved acceptance of the SSE quote and AR will reach out to Miles to clarify the issue and where we currently stand.</p> <p>d. W.Lamont complaint: Complaint received re. Heritage Trail sign on MCDC land. MCDC have given permission to the Heritage society to put sign on the land and the sign went through the Highland Council planning process and it was felt by the board that the time to raise a grievance/complaint was then.</p> <p>e. Local Place Plan Steering Group: SF agreed to represent MCDC on the steering committee for the Local Place Plan. HL requested to utilize some of Lili's time to assist with grant funding applications.</p> <p>f. MCDC Newsletter: The board agreed that it would be a good idea to run a profile of the MCDC Directors in the Newsletter to increase member and community visibility and recognition of who the directors are.</p>	9,10, 11,12, 13, 14, 15, D
9. Date of next meeting	Thursday 8 th February 2024 at 7pm in the Hub	

#	Action Items	Resp	Due
1	HL kindly offered to transcribe the recordings and SL check the minutes from the transcripts	HL/SL	8/2/24
2	AR to pass remaining conflict of interest paperwork to the Company Secretary.	AR	ASAP

3	HL to create proforma similar to MCW with logo on the top.	HL	18/1/24
4	LD to make the board area of dropbox available for directors to upload and edit	LD	ASAP
5	AR to write to Miles Welsh to explain that the minutes will be transcribed soonest and published.	AR	ASAP
6	Lilia and Isla to find out what board training is available and give recommendations, also to get WEAVE report and Live Life Morvern to Directors.	LD/IR	ASAP
7	Sub-group of SL, SF, to work on producing initial revision proposals for all MCDC M&A, with advice from DTAS experts	SL/SF	1/4/24
8	HL to create WhatsApp Directors group for non email communications	HL	ASAP
9	MCTC to request expressions of interest for the lease.	BJ/SL	16/1/24
10	Lilia to reach out to Sheil Busses about the relocation. KDL to investigate with Rob to see if any works need to take place to accommodate the bus. This would be on the same terms as the current lease.	LD/KDL	8/2/24
11	AR will reach out to Miles to clarify the issue and where we currently stand.	AR	ASAP
12	AR will write to W.Lamont to clarify MCDC position.	AR	ASAP
13	HL to ask Lilia if she is ok to assist, as we did with Live Life Morvern	HL	ASAP
14	Isla to add this good news piece into the MCDC newsletter. HL agreed to write to our local MSP to bring more visibility to the nomination.	HL	ASAP
15	Isla to profile Directors and add to Newsletter.	IR	8/2/24
16	CM to ask Sarah Jones and / or Jennie Robertson to see if they might be interested in joining the housing sub-committee	CL	ASAP

#	The Board agreed
A	That it is a priority to have all minutes available for the public.
B	Chair – Angus Robertson, proposed by KwL, seconded by SL Vice Chair – Kevin Laurie, proposed by SF, seconded by BJ Treasurer – Keith Laidlaw, proposed by BJ, seconded by SL
C	HL & CM joint Communication Officers, to improve communication to the membership
D	Board approved acceptance of the SSE quote £900

Next Meeting	Date	February 8 2024	Time:	7PM
	Location	Hub	Public/Board Only	Board Only
Minutes approved	Date	January 15 2024		