

Applecross Community Company

Board Meeting

DATE: 2nd May 2017

VENUE: Applecross Hall

Attendees

Valerie Hodgkinson, Owen Kilbride, Henry Robertson, Roslyn Clarke, Nick Goldthorpe

In attendance

Alison Macleod, Zuzana Vojackova

Apologies:

Jill Olsen

Previous Minutes	ACTION
<p>Minutes proposed by Nick Goldthorpe</p> <p>Minutes seconded by Owen Kilbride</p>	
<p>Election of office bearers</p>	
<p>It was agreed that Owen Kilbride will take over the role of a Chair. He was proposed by Nick and seconded by Roslyn.</p> <p>Henry was voted on as a vice-chair, proposed by Valerie and seconded by Owen.</p> <p>Nick will continue as a Treasurer.</p> <p>Each member of the board has been presented with an Information pack that contains basic information about both companies and AppleJuice, their relationship, director's responsibilities, Weave training report and Articles of Association.</p>	
<p>Matter arising</p>	
<p>Financial procedures will be discussed at the next meeting. All directors were presented with a draft of financial procedures and will have a read through.</p> <p>The new account has now been opened and is ready to be used. First payment to our new account was from a private sponsor as a contribution to the company.</p> <p>Suggestion was put forward to set up a Finance sub-committee in order to gain a better understanding of the company's finance. Proposed members for this are Owen, Nick and Zuzana. Alison offered to join an initial meeting to contribute with her knowledge of funding, donations etc, but won't be involved further from then on.</p> <p>A legacy of £10,000 was donated to the company several years ago by a regular visitor to Applecross, Bob Hansen. His executors dealt with Judith, as instructed in his will but the board members make the decisions on how it is spent. It is important that it is used for specific projects rather than being used to cover running costs. £1,500 has been spent so far to cover the cost of a defibrillator, at the request of the Healthcare Association. It would make sense not to use the remaining legacy for costs that may be eligible for grant funding, unless or until attempts to apply for grant funding have not been successful, or if there is a tight timescale, as there was for the defibrillator.</p>	

<p>ACT report</p>	
<p>It was agreed that Alison (as the ACT's Treasurer) will report on finance from now on. Owen will report on the rest.</p> <p>AppleNet – P. Bunneman of Edinburgh University, who is in charge of the West Coast Backbone project, wrote to F. Ewing (MSP) to complain about the failure of BT to respond promptly to orders for fibre connections by community broadband schemes. Work on WHAN has been delayed significantly because of this.</p> <p>Final CBS claim was submitted and payment is expected in few weeks. This pays for project costs rather than running costs.</p>	
<p>Applecross Estate Consultation</p>	
<p>The Steering group is meeting up with new trustees on Wednesday, following R. Wills's resignation as a Chair.</p> <p>Only limited input from ACC can be provided as the whole process is rather complicated and ACC's position in the "Shared vision" is unknown.</p>	
<p>Plan ahead</p>	
<p>Alison pointed out that it is vital, now that a new board has been formed, for them to learn and understand the company's activities and have a good overview of every aspect of the company. Alison suggested that she would provide written information on each project (from initial ideas until the present) and add to these when appropriate to create her LDO report in the future. Owen agreed this approach would be useful for directors. Additionally, at each meeting time will be spent on a particular project, where the directors will get a chance to ask questions about each project and learn about it gradually.</p> <p>The Weave report (Action Plan part) is good to refer to during meetings. The directors will have a look through their new Information pack and decide which project they would like to learn about next.</p> <p>Ideally each director will choose one project they would like to know about more as it would be difficult for all directors to know about all projects.</p> <p><u>Proposed directors for projects were:</u> Roslyn – local energy use/hydro, Owen – AppleNet, Valerie – newsletters, communication, Daniel – housing.</p> <p>Procedures will also need to be worked out on executing projects as directors' time is very limited and can only contribute so much as volunteers.</p> <p>It was suggested that there should be a procedure for contacting directors and the company's staff to prevent unnecessary hassle and stress from the public. A comment section was suggested on the new ACC website.</p> <p>A statement will be put out from the new board, by Valerie and Owen, introducing the new board and emphasizing that the directors are volunteers only. It will be communicated to the members via Facebook, email and post.</p> <p>The board is considering to carry out a new public consultation as it's been 6 years from the last one. Alison suggested the Scottish Community development Centre which has been funded to work with ten of the CAM communities: http://www.scdc.org.uk and the National Standards for Community Engagement: http://www.voicescotland.org.uk</p>	<p>All</p> <p>Valerie, Owen</p> <p>All</p>

<p>Alison (as an employee) needs a line manager. This is to be also discussed at the next meeting. Procedures are to be set up for looking after the employees (in case of sickness etc.)</p> <p>Training for the new board was proposed to be carried out by HISEZ, HIE agreed to finance this. Alison will contact HISEZ to discuss how to proceed with this.</p>	
<p>AOB</p>	
<p>Alison found a competition called 'Village of the year' promoted by Channel 4. The winner will get £10,000. The application has to be submitted by 14th May. The board decided to apply for this and be part of the competition (with the proviso that they may opt to withdraw even if the initial application is successful).</p> <p>Alison was approached by Julie Hogg, a regular visitor to Applecross from Edinburgh, volunteering to join the board. She has an interest in Applecross and relevant skills, knowledge and contacts to contribute. This will be discussed at the next meeting. Alison will forward her email and CV to the board members.</p>	<p>Alison</p>
<p>Date of the next meeting is to be arranged</p>	