

**Minutes of the 1st meeting of the Scarth Memorial Hall trustees
Held on Thursday 15th March 2018 @ 18:00**

Trustees

Present: Morris Race, Mike Wylie, Ian Royston, Stephen Dodds, Hylene Bowman, Margaret Bainbridge, Sheila Wylie & Susan Stamp.

Others

Present: Teresa Driscoll.

Morris introduced the two new trustees and asked if everyone present could introduce themselves for their benefit.

1. **Apologies received:** Rev. Ken Steventon, Ed Chicken & Beccy Stamp.
2. **Minutes of previous meeting:** Not applicable.
3. **Matter arising:** Not applicable.
4. **Agenda items for discussion:**

Agenda Item No.	Item description	Action	Completion Date
3.	<p>Election of officers: - Sheila proposed and Hylene seconded that Morris Race be elected as Chairperson. Agreed unanimously. Morris proposed and Ian seconded that Ed Chicken be elected as Vice-Chairperson. Agreed unanimously. Morris proposed and Hylene seconded that Margret Bainbridge be elected as Treasurer. Agreed unanimously. Hylene proposed and Morris seconded that Mike Wylie be elected as Secretary. Agreed unanimously.</p>	N/A	N/A
4.	<p>Dates & times of future meetings: - Following a discussion it was agreed that the Board of Trustees meetings would take place every 4 weeks commencing on the 19th April at 18:30. Meeting planner to be updated. It was agreed that the agenda for future meetings be presented to the board at least one week prior to the date of the meeting.</p>	Mike	16 th March 2018
5.	<p>Treasurers report: - It was agreed that at this meeting we would adopt the treasurers report presented at our management meeting held on Thursday 8th March 2018. Morris asked Karen Liddell as our retiring treasurer to come into the room where she was presented with flowers and formally thanked for her sterling work over the past year.</p>	N/A	N/A
6.	<p>Setting up of task groups: - Teresa announced that there would be two task groups, one attending to the hall administration and maintenance and the other attending to community and engagement and events.</p>	Teresa	23 rd March 2018

Agenda Item No.	Item description	Action	Completion Date
	It was agreed that they would meet together for the first time on 5 th April 2018. This would give them time to report back to the board at the meeting on the 19 th .		
7.	Progress report from project manager: - Teresa gave a brief update on the work she has been doing over the past year.	N/A	N/A
8.	Outline proposal for Teresa's remaining time: - The Lottery funding for Teresa's work is running out and would be finished by June this year. Additional funding may be available through grants and this will be looked into. The trustees will prioritise her work for the remaining time.	All	30th April 2018
9.	Suitable new job title for Teresa: - As the project is reaching completion we need a new job title for her. After some discussion it was agreed that it would be "Community engagement and development manager".	N/A	N/A
10.	Teresa's reporting and interaction with trustees: - Teresa will attend as many trustee meetings as she can as an observer and adviser.	N/A	N/A
11.	Emailing procedures: - Mike requested that we all try to keep the number of mails in a thread to a minimum to avoid missing important information. Everyone agreed.	All	N/A
12.	A.O.B.: - Morris had a request from the ukulele band that they would like to call themselves "The Dukes of Scarth". Everyone agreed that it was a suitable name. Morris also mentioned about buying engraved glasses for the gin festival at a cost of £4 each a £1 of which would be paid for by the Ginstitute. We agreed that this was a topic to be discussed by the community engagement and events task group.	Task group	N/A

Date of next meeting: -

Thursday 19th April 2018