

BAILIES OF BENNACHIE BOARD MEETING

Date 18th February 2019

Attendees: Jackie Cumberbirch (JC) (chair), Ann Baillie (AB), Brian Cornock (BC), Margaret Garden (MG) (Save Bennachie), Angela Groat (AG), Harry Leil (HL), Dave Peter (DP), Rosemary Sievwright (RS), Donna Taylor (DT), Sue Taylor (ST) and Andrew Wainwright (AW)

Apologises: William Linklater and Neil Taylor.

Item	Comment	Action	Responsible/ target date
1 Welcome	JC welcomed all present to the meeting.		
2 Previous minutes	Clarification needed about the plan for scanning old paper material onto the computer/ website. ST and CM will formulate the plan, then DP and AW will help.	Section 11 corrected and rephrased.	RS
3 Maters arising from the minutes.	Trustee forms completed.		
	AB has contacted Jan at BCT re Bailie meeting dates for the rest of the year, but confirmation not yet been received.		
	What to do with domestic implements left to the Bailies and meantime stored in various locations.	Take photos to show to GHC to see if they want any of it.	RS HL and JC
4 Treasurers Update BC	Previously circulated. The report to go to David Minett (Independent financial examiner) then to OSCR.		
	BC asked for confirmation of the values he estimated on capital assets of the Bailies, which is included in the report.	All agreed.	
	Previously, after the report has been approved by David Minett, BC has asked Chairperson JC, to sign it, as well as himself. He has discovered that any ONE trustee can sign, on behalf of all others. He asked for this responsibility.	All agreed that BC could be the trustee's representative for this report.	
	AB agreed to be the 4 th signatory on the Bailies Clydesdale accounts and the newly opened Charities Aid Foundation (CAF) 60 day notice account.	Any two of the four, can sign transactions.	
	After discussion it was agreed to transfer a further sum of £55k to the CAF account leaving a working amount of £20k in the Clydesdale current account.	All agreed.	
	Known expenses for the year is approx. £27k but it will not be needed all at once.		
	PayPal account for the new website is now open. A "Giving Account" might decrease the cut taken by PayPal.	Await advice from Global Web.	BC
5 Bailies Website Update DT	Sandra (Global Web) emailed to say PayPal has been set up and asked if the Bailies history info was ready – needed before website goes live -mid March.	DP preparing this material.	DP
	Wild life section needs updating. JC will do this		JC
	DT is editing photos.		
	AG needs to send her biopic.		AG

	After going live, a rep. from each section will be responsible for updating it.		
	“Digital Bennachie . org” is accessible and should not be. It was a Smart History creation which was rejected by the Bailies.	JC will contact Smart History.	JC
	Trustees who will use “Shared Space” a section for files, will need training from Sandra.		All trustees.
6 Work Parties HL	The first work party of the year will be in March. HL and MT will tidy container and prepare the tools for use. Trees for tree planting on 9 th March have arrived.		
7 Bennachie Centre Trust Update	AB attended their meeting on 10 th December at Gordon House. Matters discussed		
	Gordon Way maintenance (prior to an organised walk later in the year)		
	Improvements to the Ladies toilets at the Centre. Another Dog Poo campaign		
	Celebration of 100 years of forestry.		
	Decrease energy consumption at the centre by improving insulation and use of other means such as Air Source Heating Pumps.		
	They want to improve Wifi by installing a council system used in schools, at a cost of £9k and an increased annual cost £400. ?? would the Bailies help fund it.	Bailies would want estimates from other systems.	
	They have to pay the council £4k annually.		
	The Bennachie Operations Group want a Defibrillator on site if possible and want to improve their retail output.		
	They are open from 1 st April till 27 th October.		
8 Outreach Officer Post DP	Three people applied, Fiona Cormack has been appointed. She lives locally and has a lot of local knowledge. She meantime works for CLAN and needs to give a months’ notice, so she can start in April and will work 2 days a week. Another lady Grace Banks may be helpful in the future.		
9 Save Bennachie MG	After an ambiguous article appeared in the local press Amey Arup was contacted and MG was reassured that nothing had changed regarding the possible route nearest Bennachie.		
10 Bailies Library and Archive	ST and AW		
	ST and CM have a plan of the work needed at Bailies library at GHC Check the book stock, ensure there is no duplication, check the files for material to scan onto the system and deal with sensitive information and discard the irrelevant.		
	The new volunteers at GHC feel they are unable to deal with the complexity of the material and do not want to supervise public access to it.		
	A meeting on 4 th March originally meant to be a training meeting for GHC volunteers may now be used to discuss and agree to other options.		ST CM AB
	The possibility of having a Bailie there on a regular basis (eg 1 day per month) at a time agreeable to both parties or more frequently if needed for scanning material onto website or computer.		

	AW has now set up access to the website for ST, DP, WL, JC and Chris Foster.		
11 Honarium JC	ST suggested that each year prior to the AGM, the trustees could vote for a deserving person/people to be given an honorarium.	All agreed	
	JC suggested that Colin Shepherd should be thanked and rewarded for all the work he does for the Bailies.	All agreed. BC will write a letter and enclose a cheque for £250	
	JC also thanked ST for her work producing the annual report.		
12 AGM	Date 21 st March at 7.30 in GHC with Mark Stephen as a guest speaker.		
	AB will ensure we get the appropriate room and order tea/ coffee for 30.		
	JC will inform local press and produce a poster and a newsletter.	AB, MG, DP, and AW will distribute posters	
	Other requirement - Agenda, AGM minutes (few corrections needed), treasurers report, signing in sheet.		BC RS
	Trustees all agree to remain as trustees if required. Office bearers will be decided at the trustees meeting on 1 st April.	All agree	
13 MT518	Bosie around Mither Tap on 23 rd June in aid of Breast Cancer Awareness and Breast Cancer Research.	Trustees agree to go ahead with event	
	Requirements - A minimum. of 375 people at Mither Tap at 12 noon, for a drone photograph. Chosen route from Back of Bennachie to Mither Tap.		
	Budget of £600 - £1,000 needed for Insurance, donation to Mountain rescue, possibly a free bus from Inverurie, Tshirts and posters.		
	Permission from FE, Mountain Rescue on hand for first aid, marshals, registrars and car parking organiser.		
14 Other events	7 th March BLP meeting with a talk from Gordon Noble about a dig on MitherTap and an update on the progress of the website from AG.		AG
	21 st March AGM		
	6 th April Wildlife group meeting with a talk from Keziah Hobson		
	April extra volunteers needed for toilet cleaning at Rowantree carpark.		
	September. Celebration of 100 years of Forestry. Pete Stollery Sounds of the Forrest a possibility.		
	Future trustee meetings – 1 st April, 13 th May, 24 th June, 5 th August, 16 th September and 28 th October.		