



Minutes of the meeting of Trustees of Bailies of Bennachie held in person and Teams at the Garioch Heritage Centre, 11<sup>th</sup> July, 2022 at 7pm.

In Attendance, Trustees: Ann Baillie (AB), Fiona Cormack (FC), Alex Doig (AD), Margaret Gordon (MG), Alan Henderson (AH), Willie Linklater (WL), Donna Taylor (DT). Peter Stock (PS) attended via Teams.

In Attendance, non-Trustee: Stella Gauld (SG)

ITEM	DESCRIPTION	RESP/ ACTIONER
1 Apologies	Apologies were received from Jim Herbert (JH), Lorna Bell (LB)	
2. Minutes	Previous minutes of 13 <sup>th</sup> June were noted correct and approved. These will be electronically signed and stored. There were no matters arising.	SG
3	Pre-reads were all previously issued, and no comments on these.	
4	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>• AH reported that legacy had been received.</li> <li>• Further information required on items paid in monthly report, as audited accounts will be required for next year, not just examined accounts.</li> <li>• AH explained the various strategies of risk associated with investments at Rathbones and after discussion, a majority decision (5 - 3) and recommendation from AH, Strategy 4 will be adopted. This is slightly higher risk, but potentially higher returns. Stocks invested in capital growth, not just dividends.</li> <li>• There will be regular quarterly updates, but info was available online. The investors are prepared to visit to report if required. AH still answering some due diligence questions.</li> <li>• AH commented that annual spend currently is c£40k.</li> <li>• Further discussion on projects - DT said we should look at bigger projects now. Suggestion on the Gordon Path, may cost c£200k for one of the paths, already budgeted/costed. WL suggested that we have a 1 Year and 5 Year Plan prepared.</li> <li>• Discussion on usage of PayPal, this is still used in the Shop, and some membership payments. Also with credit cards. This to be followed up on Bid for Time item.</li> </ul>	



ITEM	DESCRIPTION	RESP/ ACTIONER
Bid For Time PS	<ul style="list-style-type: none"> <li> <b>Governance:</b> Work Party numbers were light, wondered if the induction process was heavy handed, did that impact. WL - Call offs were all valid reasons, not governance. Email sent to 78 previous volunteers, only a handful turn up. AB said that she had inducted 5 more folks at the dig, plus 2 today who were previous volunteers, and they seemed ok with the forms. There are still a few BLP folks who have not yet filled in the forms, and WL reminded re Kailyard folks. WL was doing the Risk Assessment for the Kailyard. Will email info to AB.         </li> <li>           AD suggested an Online induction that could be completed online. PS suggested that we should do this as a one-off. Transition may take time. Trustees being there added the importance of why it was required. MG thought we should get feedback from the volunteers and commented that the hardest thing for the volunteers is their time, so need to make it easy.         </li> <li>           Who is a volunteer, e.g. someone coming along for a batwalk? Also 8 year old coming along with parents to help e.g. scrape mud. Perhaps a disclaimer for those lighter tasks. AB commented that 3 students hired a vehicle just to be there, so high level of commitment.         </li> </ul>	WL           PS/LB
PS	<ul style="list-style-type: none"> <li> <b>50th Anniversary project approvals:</b> </li> <li>           Chris Yorke feasibility study for the paths upgrade. General consensus from all.         </li> <li>           Tried to open discussions w Fiona Robertson to upgrade the way-markers, no response yet.         </li> <li>           Book project – only promotion is the writer in residence, 4 x one day workshops with writing groups. Expectation is that a book would come out of it, the best short stories to be included. Bailies 50th anthology, but the writings from the writers. Advertising and promotion for the Bailies, a community project rather than a Bailies project, but FC thought that there would be a Bailies book out of it. Time up, so make this a pre-read for the next item.         </li> </ul>	

ITEM	DESCRIPTION	RESP/ ACTIONER
AD	<ul style="list-style-type: none"> <li>• <b>Volunteers &amp; Bins</b>, had about 6 volunteers (from Oyne &amp; Insch) to collect rubbish from back of Bennachie, bins to the wooden steps, particularly dog poo bags. Will be relatively self-sufficient as this area is more remote than the Pond Bins. AD said that he could help manage this on a Teams or WhatsApp group on week to week basis. Need a bin shelter and bin from the Council, and also need permission from FLS to get a bin in place there. PS to take up with Neil from FLS. The path is suitable for a wheely bin and to be sited by bottom of the steps. AD said that he will keep the volunteers informed of progress. He also asked if there was a litter-picking hub to keep their kit in. AD will resend the image of the requirement.</li> </ul>	PS  AD
FC	<ul style="list-style-type: none"> <li>• <b>Marketing</b> – very brief update, met with Mark Kemp of Level 42, who will send costing proposals through but on holiday meantime. He was very approachable and enthusiastic, they've worked with other similar charities.</li> </ul>	FC
DT	<ul style="list-style-type: none"> <li>• <b>Volunteer Requests</b> - wants to be certain of the procedure. Volunteers for each department, are they to be sent to the Trustee rather than the person organising? Should any new volunteer coming in, have request sent to admin, who acknowledges request, advises now have an induction process so please complete form, come to induction meeting then to volunteer group itself. Some requests are also coming through messenger.</li> <li>• Admin then sends to the list of responsible group trustee. MG says that Wildlife group volunteers have to be members in order to volunteer. <b>Put on agenda for next time.</b> Check insurance implication too.</li> </ul>	DT / WL / MG
WL	<ul style="list-style-type: none"> <li>• WL presented discussion document in the pre-reads.</li> <li>• Met with Susan Mackie and feel that Stage 1 is completed, so still one level to be attained, but there is a plan in place, so therefore we are compliant.</li> <li>• Policy will be in Teams soon and privacy document will be on website. Old info needs to be retained for 6 years, but no info re volunteers or attendance on particular work parties. Wipe all volunteer information currently held is WL suggestion, and therefore all volunteers will need to be on Induction Completed process going forward. MG suggested one last email to say that they will be deleted if no response, but WL says that he has done that to 78, and 15 responses. Due to GDPR we will remove info thereafter.</li> </ul>	WL / MG

ITEM	DESCRIPTION	RESP/ ACTIONER
WL cont	<ul style="list-style-type: none"> <li>At the moment we do have legacy information but not necessarily detailed per work party prior to last year, and we can retain this for the required 6 years, but want to ensure that the database is current. MG suggested that we go to Susan Mackie for assurance on our process being correct. All attendance records require to be kept. Check on status of disclaimer record vs induction form.</li> <li>How to we engage CareApps Solutions going forward? Use Susan as our Data Protection Officer, but need more support to get to next level, and WL said budget cost will be presented next meeting. MG said that we all need role specific training on GDPR for various levels. Could be zoom session or handout .</li> <li>Any communications to volunteers come from Bulk Email, via Globalweb, all BCC, with logo, correct format, with unsubscribe function.</li> <li>No Bailies comms from personal emails of Trustees, should be from the Owner Trustee, but there should be a compromise of having a Bailies email.</li> <li>Action on MG and WL to resolve with respect to GDPR.</li> </ul>	<p>MG</p> <p>MG</p> <p>MG / WL</p>
AD	<ul style="list-style-type: none"> <li>Teams: The files will be moved back to General area for the file structure to be available in iPad. SG to move these back.</li> <li>SG to take action to reach out to LB to assist with getting onto Teams.</li> <li>AD to get in touch with Phillippa to get more training organised for everyone (Sept)</li> <li>In Sharespace we limited access to some groups, but WL feels that as Trustee we should have access to all the groups, all agreed.</li> <li>Membership database, should this be moved to Teams? But check this with how it is working and how it is done meantime.</li> <li>Sharespace not used at all by some Trustees and only in the past for most. But some Sharespace files are used by non Trustees, so access needs to be retained. Also note that some Teams with guests, e.g. BLP group can have guest read only access.</li> </ul>	<p>SG</p> <p>SG/LB</p> <p>AD</p>
WL	<ul style="list-style-type: none"> <li>WL needs to have a Trustee for Work Parties, as he personally is struggling to take part. Need new members training. Work parties needs to be built up from bottom up, and re-established. Bailies are known for the Work Parties and the practical work that they do. Only 5 volunteers on last party. Have lost the core group since Covid. AD suggested Sandra Crighton, but WL said that she had a job. Perhaps the Ops Manager to re-focus.</li> </ul>	<p>WL</p>



ITEM	DESCRIPTION	RESP/ ACTIONER
WL cont.	<ul style="list-style-type: none"> <li>• As aside, AB said to re-assert the schools' visits. DT said that age limit is 16, but 14-15 years olds may volunteer with responsible adult, but being reviewed.</li> <li>• Is there anyone willing to be part owner Trustee of the Work Party?</li> <li>• PS said there is a table in Teams for suggested Trustees.</li> <li>• FC suggested previous Hill Wardens. Continue this discussion in the Teams Forum.</li> <li>• MG asked if the Owner Trustee be someone who can be responsible and qualified for the safety of the work.</li> <li>• OSCR can give dispensation on a trustee payment.</li> <li>• WL will do next two work parties and no more, but PS will work with him until replacement is found.</li> </ul>	<p>WL</p> <p>PS</p>
AB	<ul style="list-style-type: none"> <li>• Calendars out, back soon</li> <li>• Displays on air crash.</li> <li>• BVC meetings</li> <li>• BLP, Colin Miller requested letter of support for Jeff Oliver, for project. Ensure goes out.</li> <li>• Colin Wood from GHC Chair, will welcome a display from Bailies. Display in downstairs for best footfall and suggested donation. Alison and Chris preparing Feast or Famine for Scotland's stories on 3<sup>rd</sup> Sept.</li> <li>• Can we have gazebo's made up, just in case murky. Bailies can hire one, but there is one made up.</li> <li>• Rowantree toilets, and cleaning services, Aberdeenshire Council to remove tree root from trip hazard, no electric and no water. August is minimum timescale to be open. Lot to do before it opens.</li> <li>• Container update, site is eyesore. WL is working on this, Neil from FLS is taking old bins away. Bins need to be cladded.</li> </ul>	SG
	Meeting finished 21.10	
	Next meeting 8 <sup>th</sup> August at the Garioch Heritage Centre	

Signed – Chair – Peter Stock  
Date 8th August, 2022

Signed – Secretary – Willie Linklater (Trustee and AGM only)  
Date 8th August, 2022