



Minutes of the meeting of Trustees of Bailies of Bennachie held via Teams only, 5th December, 2022 at 7pm.

In Attendance, Trustees: Ann Baillie (AB), Lorna Bell (LB), Fiona Cormack (FC), Margaret Garden (MG), Alan Henderson (AH), Willie Linklater (WL), Peter Stock (PS), Donna Taylor (DT).

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

ITEM	DESCRIPTION	RESP/ ACTIONER
1 Apologies	Apologies from Alex Doig (AD), David Bale (DH) and Jim Herbert (JH). Technical difficulties prevented Kim Morgan attending.	
2. Minutes	<p>Previous minutes of 24th October were noted correct</p> <p><i>The items below are cfwd from the October meeting as no time to review. Items arising,</i></p> <ul style="list-style-type: none"> • <i>BVC are keen for a workshop but had no input at the meeting held with them. Revisit in Nov. (No progress but best wait until GHC one held and reflect – closed – PJS)</i> • <i>Fields for Wildlife, report on Teams, will be followed up Oct 26. David Bale is working with Izzy?, Jill and LB, re bring projects for 2023. This may lead to more longer term projects, not just “fast food for insects”. (In hand with wildlife – Closed - PJS)</i> • <i>AH to keep in touch with estate agents re Pittodrie House sale. (land sold, AH monitoring – closed – PJS)</i> • <i>Personal accident insurance, still to be completed</i> • <i>Monthly Operations Group meeting agree the way to progress (Idea parked for now – Closed – PJS)</i> • <i>Volunteer lists re GDPR still require tidying for Wildlife & BLP</i> • <i>Still require definition of a volunteer (Definition received from SCVO. Need to decide how to use it – Closed PJS)</i> • <i>50th, Jill & LB still to meet to review project re Hill, Now and Then</i> • <i>Online Shop, AH still working on payment methods (see discussion this meeting – this action closed – PJS)</i> • <i>Queen Elizabeth Woodland name, granite plinth? Or alternative</i> 	<p>PS/AB</p> <p>LB</p> <p>AH</p> <p>JH</p> <p>PS</p> <p>LB/AB</p> <p>PS</p> <p>LB</p> <p>AH</p> <p>ALL</p>
3	Pre-reads were all previously issued, and no comments on these.	



ITEM	DESCRIPTION	RESP/ ACTIONER
4	<p>Treasurer's Report</p> <p>Report read and all ok.</p> <ul style="list-style-type: none"> • Sent out as attachment. Investments were down 4% from initial deposit so portfolio not fully recovered. • The Virgin deposit 1 year account will be rolled over for another year. • Audit required this year, meeting with James Milne Accountants, with an expected one-off fee c£7k. • Very few expense claims received. Urge Trustees to put claims in before year end. AH reminded that everyone can claim £100 p.a. to cover sundries. • Now moving from cash base accounting to use Accruals/ Prepayments to match costs/income within year. Possibly require to move AGM in order to present completed financial and audited accounts. 	<p>All</p> <p>WL</p>
Bid for Time	<p>Insurance Renewal</p> <ul style="list-style-type: none"> • DT - Insurance renewals were currently split between 3 trustees. Ideally this should be one person. First renewal due in January. PS to approach JH to ask him to cover all 3. 	<p>PS</p>
	<p>PayPal</p> <ul style="list-style-type: none"> • If this is cancelled, the Just Giving account for membership is also cancelled by default. AH is named person, but although able to transfer monies has no "rights" when talking to the site organisers. PayPal is admin heavy. Still to work through the transfer of PayPal from previous treasurer Brian. • GlobalWeb are advocates of PayPal and didn't recommend bank accounts. Virgin recommended Global Payments, but they require turnover of £10k on receipts. • As difficulties in changing the PayPal owner, perhaps just using the Treasurer@bailiesofbennachie.co.uk which may work if we close original PayPal and start anew. • Difficulties in matching calendar sales to payments without email advice. • 2023 requires a system. AH said JustGiving had free half hours for webinars, also Scottish Council for Charities could assist. • AH to review the options and produce a recommendation 	<p>All</p> <p>AH</p>



ITEM	DESCRIPTION	RESP/ ACTIONER
	<p>GHC Workshop / Airing & Sharing</p> <ul style="list-style-type: none"> PS said we are in two silos despite a large overlap in aims. Even before their current site was available, there was a relationship with the GHC. Propose a meeting between some of their trustees and some of ours to see if there are any mutually beneficial ideas or common projects. Colin Wood (GHC Chair) was very interested. PS proposed a workshop facilitated by Sarah Stalker facilitating, to be a focal point to share ideas. Perhaps informal meeting would be a better starting point to learn where we benefit each other. A facilitator would give the meeting structure. Desire by trustees to make it more informal. Suggested a permanent display on items from digs, Bennachie itself, in GHC. GHC has a good footfall being in centre of Inverurie, compared to likes of BVC which is seasonal. Could have a colonies display on their site, as an example replica site. This would tie in with the play. As aside, GHC are hosting the play for the 50th Anniversary. Bailies have commissioned the play, but GHC likely charge room hire to the event, who will take the ticket sales. Publicity to be received and the story told is benefit for BoB. 	PS
	<p>XMAS Lunch</p> <ul style="list-style-type: none"> Saturday, January 21st, Scottish theme, 12.30 PM, hosted by Ann Baillie. Menu and details, w or w/o partners to be decided in January. This to replace earlier proposed date of 17th Dec. 	AB
	<p>TEAMS</p> <ul style="list-style-type: none"> Is everyone happy with Teams? FC checks in, but not on phone. Most Trustees don't have it on phone but happy to check on laptop when working on Bailies matters. Trustee communication could be on Teams only? - not yet was the consensus so emails will continue to be used to supplement Teams communications No training per se required but need to use it as the communication tool of choice where practicable. SG added that Teams meetings were more difficult to get the separate audio and visual aids to work. Agreed to get a 1-2-1 with Phillipa organised to get some feedback to improve this. 	All SG
	<p>Governance</p> <ul style="list-style-type: none"> A one-year review to happen in 2023, update with a suggested 1st of April reissue date to avoid the summer days. Please add any comments to the Feedback Table in the governance files. JH has been asked to undertake a Governance audit PS to put a timetable for this to be done. 	All JH PS



ITEM	DESCRIPTION	RESP/ ACTIONER
	<p>FLS Meeting in January</p> <ul style="list-style-type: none"> • Mid January, WL and others including Alison Sutherland will have a meeting with FLS to discuss; <ul style="list-style-type: none"> ○ path maintenance, ○ new path, ○ potential partnership. ○ QR code project ○ Way markers • Add any projects or discussion points with WL for taking to meeting. • Alison Sutherland does some work on the hill with corporate work, opens up the BVC for us, may potentially find volunteers for Bailies. 	<p>WL/PS/KM</p> <p>All</p>
	<p>Next meetings</p> <ul style="list-style-type: none"> • 17th January (Tuesday) 2023 and 6 weekly thereafter. All meetings agreed to be hybrid with Teams and in person. AH noted that this did not fit the monthly cycle of the accounting reports. <ul style="list-style-type: none"> ○ 28th February ○ 4th April* ○ 27th June ○ 8th August ○ 19th September ○ 31st October ○ 5th December* <p>(*5 week gaps to avoid a 2nd Tuesday, SG has previous commitment.)</p> <ul style="list-style-type: none"> • All individual groups may meet more frequently as required. 	
	<p>Reports</p> <ul style="list-style-type: none"> • All happy with the Pre-read content • SG to put a template into the Teams area – Governance / Templates & Forms. 	<p>SG</p>



ITEM	DESCRIPTION	RESP/ ACTIONER
	<p>50th Anniversary</p> <ul style="list-style-type: none"> • Budget process worked well but few projects with legacy have been fully approved, i.e. QR Codes. Paths and habitat projects still to be defined to a standard for approval. Concern that we may not have meaty projects for our 50th. Please consider ideas for legacy projects. • Exhibition going ahead, with the banners. • Still waiting on feasibility study for paths from Chris York, and wildlife projects via David Bale. AH thought that something for the benefit of the hill like a path paid by the Bailies would be a good legacy, for both the 50th and for the Bailies. • Water causes most of the erosion if not managed. The paths item to be tabled in January FLS meeting. • Waymarkers decision still with FLS, to be added to January meeting discussions. • The toilet facilities at both Rowantree and Donview are bad and requires to be addressed. • Require to make contact with the new owners to start a new partnership and knowledge share of what we do. Andrew Tighe is still the general manager, sale going through in Dec. Now owned by private forestry company, still unknown. • Wildlife projects still to be easy wins to help momentum. Long term plans, not necessarily short term with difficulty to focus on detail at present. • QR codes - any suggestions for the sites for the posts? Also, can you all please try to download a video at points on the hills to check for data connection and report service provider and location to MG 	<p>All</p> <p>PS</p> <p>WL</p> <p>DH</p> <p>All</p>
	<p>Annual Report –</p> <ul style="list-style-type: none"> • AD has requested some information from each of the areas to produce some words. There is a channel in Teams with the items required. It is a snapshot of the last 12 months only. • A further report to cover what the Bailies are about may also be a useful tool/booklet as opposed to filling up the annual report 	<p>All</p>
<p>AOCB</p>	<p>One year and five-year plans?</p> <ul style="list-style-type: none"> • WL queried status. One-year financial plan (schedule) was updated following the budget meeting. It needs to be reviewed at the next meeting, as showing an operating loss of £3k at present. • Also needs a time-based plan updated. 	<p>PS</p>



ITEM	DESCRIPTION	RESP/ ACTIONER
	<p>Vacancies for Trustees.</p> <ul style="list-style-type: none"> • IT is still proposed, • Archive is still vacant; discussion on whether this is a Trustee position, and who they would report to if not a Trustee? May be volunteers within the personnel at GHC as GHC also may have needs for archiving. University as a possibility there too. PS thought he would have slack for someone to report to. • Items still require to be scanned and digitised. There is no level of importance attached to each of the documents, as some less relevant than others. • Emails from Alison Kennedy, Smart History, perhaps a 10 year agreement for the original software. AB to forward to PS 	<p>PS</p> <p>AB</p>
	<p>Little Brown Dog gin</p> <ul style="list-style-type: none"> • Andrew Smith, offering a small batch of Bennachie gin with botanicals from the hill, run of 120 bottles. Add Bailies of Bennachie logo, tie in with the 50th? Donation etc, goes to BoB? Further discussion to get the details of a deal. 	<p>MG</p>
	<p>Meeting finished 20.58</p>	
	<p>Next meeting 17th January 2023 at the Garioch Heritage Centre, Hybrid on Teams</p>	

Signed – Chair – Peter Stock
Date 17th January, 2023

Signed – Secretary – Willie Linklater
Date 17th January, 2023