

## CREFL DIRECTORS MEETING

<b>Location.</b>	<b>Lagwyne Hall</b>	<b>Date.</b>	<b>6<sup>th</sup> September 2017</b>	<b>Meeting No.</b>	<b>4</b>
<b>Attendees.</b>	<i>S. Sinclair, R. Clark Kennedy, D. McMillan, H. Hall, S Cowley, E. Holmes, D. Challis, D. Gibbon, W. McCreath (arrived late)</i>			<b>Apologies.</b>	

### **Welcome:**

RCK agreed to Chair the meeting in the absence of current Chair, W. McCreath.

Directors welcomed Darren Challis to the board.

The meeting opened and minutes from previous meeting, 9<sup>th</sup> August 2017 were adopted.

Prop: EH      Seconded: SC

### **OFFICE BEARERS:**

#### **CHAIR;**

Discussions took place on the new Chairs role. D. McMillan put himself forward. Directors felt DMcM would make a good Chair however his lack of IT skills may hinder correspondence. After further discussion, SC volunteered to print off any electronic correspondence and personally give this to DMcM. This would help alleviate any additional administration work for RCK and HH as Treasurer and Minutes Secretary.

Prop: EH      Seconded: SC

#### **TREASURER / SECRETARY:**

RCK was duly appointed as Treasurer and Secretary (with exception of Minutes).

Prop: DMcM      Seconded: DG

#### **MINUTES SECRETARY:**

HH was duly appointed minutes secretary.

Prop: SS      Seconded: SC

Darren Challis showed interest in becoming Treasurer and Directors thanked him for his offer. However, it was felt that RCK should remain in his role as Treasurer in order to stabilise the accounting process. Directors thanked RCK for his time and good work so far.

ITEM (Meeting#/Item#)	Matters Arising or Outstanding from Previous Minutes	Responsible Person.	Action Date.
02/03	Directors Proxy Votes – it was decided that this was not a good idea at the moment as a lot of the applicant’s information and Directors debate would be missed by the absent voter. All agreed that absent directors could send questions or queries relating to grant applications to the secretary in order for them to be raised at the relevant meeting.	ALL	06/09/2017

ITEM (Meeting#/Item#)	TREASURER REPORT	Responsible Person.	Action Date.
04/01	<p>Treasurers report and accounts to 31 May 2017, as per the public meeting.</p> <p>RCK informed the meeting that cheques had now been issued for all awards made in 2017 to date. £75K has been transferred to the Clydesdale Bank account from the Bank of Scotland whilst work is done on sorting out the Bank of Scotland accounts. Contact details and correspondence addresses are in the process of being changed with the CB.</p> <p>An accounts summary was circulated in advance of the meeting for the 2017/18 year. Available funds to award £111,779.33</p>	RCK	

ITEM (Meeting#/Item#)	<b>CORRESPONDENCE</b>	Responsible Person.	Action Date.
03/02	<p>Windy Standard II - SS circulated the DRAFT agreement which Turcan Connell have reviewed. Directors were in agreement that the suggested amendments proposed by Turcan Connell should be adopted and then the agreement can be signed by the necessary parties. It was felt that SS and AR had done a very good job in getting this agreement on the table and the Directors thanked them for their time and effort.</p> <p>There was a discussion over the Windy Rigg agreement but SS informed the meeting that the decisions had already been made over signatories and as such there was no further action needed by CREFL at this stage.</p>	SS	Before Nov Meeting

ID	<b>APPLICATIONS</b>	Responsible Person.	Action Date.
2016/17-18	<p><b>Glenkens Gazette Publication costs:</b> - Application from Sarah Ade for grant of £2100 towards the publication costs of the Gazette. It was felt by the Directors that more proof of costs to be submitted due to the increase in grant from £1150 for 2016 to £2100 for 2017. CREFL have in the past issued a grant of 25% of the requested amount, this recognises that Carsphairn is a part of the Glenkens and not the only beneficiary of the Glenkens Gazette.</p> <p>Declarations of Interest: None</p> <p><b>UPDATE 06/09/17:</b> After tonight's meeting, it was declared that CREFL had only paid approx. 25% of the total claim in 2016. Hence £300 was granted as proportion of the £1150 claimed. It was felt that this year a grant of £525 would be given as 25% of the £2100 claimed for 2017. It was also agreed in receiving future applications CREFL would request a more thorough breakdown of the accounting costs and revenues from other sponsors to the Glenkens Gazette. It was also agreed that it would be good if the CREFL logo could be included alongside other sponsors on the back page of the Glenkens Gazette. RCK to discuss with Sarah Ade.</p> <p><b>Prop: DG      Seconded: WMcC</b></p>	RCK	30/09/2017

ITEM (Meeting#/Item#)	<b>DIRECTORS APPLICATIONS</b>	Responsible Person.	Action Date.
03/04	<p>Yasmin Akbar presented an application at the opening of the meeting at the point the public meeting should have started. It was agreed to consider her application and discuss it at the directors meeting after the public meeting. RCK to notify Yasmin of the change in timeline for a decision.</p> <p><b><u>UPDATE: 06/09/2017</u></b></p> <p>Discussion took place and the Directors welcomed Yasmin to the Board.</p> <p><b>Prop: EH    Seconded: SS</b></p>	RCK	13/09/2017
04/02	Andrew Metcalf handed in his application at the AGM and will be discussed at the next Directors meeting in November.	All Directors	Nov Meeting

ITEM (Meeting#/Item#)	<b>AOB</b>	Responsible Person.	Action Date.
04/03	<p>The contents of the current CREFL Application for Financial Assistance Form was reviewed. It was agreed that RCK and DC make improvements to the required information from applicants. Mainly relating to applicant providing more financial information in order to assist CREFL in their decision-making process.</p> <p>It was agreed that the preferred method for future payments of CREFL funding should be via BACS transfer. An additional section for applicants account details should be added to the current form. When the applicant is an Organisation then proof of the Bank Details should be submitted with the application, this could be a photocopy of the top section a Bank Statement, for example, showing the Organisation's address, account number and sort code.</p>	RCK / DC	Before November Meeting
04/04	There was a discussion over keeping paper records of applications and whether we would request paper copies of electronically submitted grant applications. It was agreed that there is no need for applicants to submit both paper and electronic applications. RCK is working out how best to store applications and paperwork but may have a file of applications to avoid important information and records being lost due to electronic malfunction.	RCK	

04/05	RCK has contacted Sandy Moffat about the new Directors and Office Bearers, which is required by Companies House. No response to date so RCK will follow up and notify Sandy about Yasmin Akbar.	RCK	30/09/2017
04/06	DC will update the Community Website with the minutes from 2016. He will also update the events diary on the website with future meetings dates and closing dates for grant applications and introduce the new Logo to CREFL stationary and websites.	DC	30/09/2017
04/07	RCK will continue to contact the Bank of Scotland and remove old signatories from the account.	RCK	
04/08	Directors Meeting dates for 2018 will be as follows: Wednesday 14 <sup>th</sup> February Wednesday 9 <sup>th</sup> May Wednesday 15 <sup>th</sup> August (AGM) Wednesday 7 <sup>th</sup> November These dates have been confirmed with the Hall Booking Secretary.	HH	08/09/2017
	<b>Next Director Meeting 19:00, Wednesday 8<sup>th</sup> November 2017</b>		

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ITEM (Meeting#/Item#)	<b>Matters/Items CLOSED</b> (Applications, Grants, Constitutions, AOB)	Responsible Person.	Action Date.
02/01	Circulation days for minutes and applications		
02/02	Public Mailshots – locations for information		
03/03	Darren Challis accepted on board of directors.		
03/05	New Chairperson chosen. D. McMillan.		
03/06	Foundation Scotland – To be considered in future if required		
03/07	New minutes format accepted		