

Minutes of Meeting of Chisholme Institute Directors 10.12.2016

Present : JH, TR, JDA, CB, JDR, HA, MR, RG.

Apologies: LA

Previous Minutes

Minutes of previous meeting were agreed.

1. Principal's Report

RG presented the report.

JH stated that it is safer to let the wall by the Steading be monitored rather than attempt, at this stage, to rebuild. Similarly no action to be taken with the roof of the Steading.

Actions from the report

JDA to ensure NI information is given to people when they start full time at Chisholme.

RG to ensure summer house is gas safe.

TR. Peter Young to be asked to refurbish Lottie's.

JH to examine the possibility of keeping geese or sheep in the "sheep field" – the overflow car park.

JDA and RG to monitor payments to staff to ensure they do not total more than £15K per annum .

2. Finance:

It was agreed that a re-evaluation is required to include Larchwood as a current asset.

The annual report was discussed and accounts approved.

Agreed that definite ceilings on departmental budgets are required to regulate the financial position.

Action: A financial w/e to be organized for relevant directors and staff.

3. Development

It was suggested that a group of 3 or 4 would propose meetings/dates. Those who make up the group to be taken from those who express an interest as a result of an invitation from the Institute.

Question to be asked is "How is He now....what is going on and how is Chisholme related to it.

It was agreed to go ahead with the family weekend.

Action RG to clarify the DBS position.

At 3.15pm, two "break out " groups were formed to examine a) Finance and b) 40 day retreat course application form.

4. Publicity

4.00pm: Meeting with Jules Witford (JW), Frances Ryan(FW), Daniel Hirtenstein (DH) and Eleanor(E) to look at Publicity actions.

Action: Jules Witford to find out if the Institute can secure a table at the event run by the British Institute of Middle Eastern Studies.

JW suggested that 2 board members work with the 4 of the publicity team.

Parameters of the group remit discussed.

Agreed that day to day publicity will go through HA and TR.

Electronic equivalent of a press pack required for each type of course.

Possibility of a short introductory on line course for those considering two year on line course.

Possibility of event in London to publicise 40 day course.

The Board welcomed the possibility of working with the Trust

The need for a plan was mooted so that sufficient time be made available for publicity for each course.

Action?

5. Fundraising

It was agreed that a list of possible course organisers/directors be prepared.

Recognised that RG is working alone at the moment in putting together 40 day course curriculum. Further support is required.

Invitation to prospective students needs to be sent out immediately

Action: MR to ask Peter Young to draft letter of invitation

Recognised that twin roles were required in the development and running of a course. The role of course director and that of course administrator.

Action: HA to contact potential course administrators.

A list of potential course directors was suggested.

Action: RG to contact prospective course directors.

6. Fundraising

Discussion on different elements that could be focuses for fundraising - forestry winch, house re-decoration.

The need for a covenant drive was discussed.

7. Directors

Agreed that this should be five year tenure after which time, the individual can seek re- application if they wish.

Action : PF to clarify what the memoranda and articles of association state on the matter of tenure.

The need for a new Chairperson (currently TR) and Finance Director (currently PF) was stated.

A clarification of the roles of each director "on the ground" was called for.

Agreed that the completion of a course is desirable for a prospective director

8. AOB

Contacting alumni to stay for 2 weeks

Action: JD to contact Charles Verey to develop a letter/Email of invitation that can be sent out to alumni.

Agreed that the board should contribute towards a thankyou celebration for the local volunteers.

Action: RG invite these volunteers.

9. Date of next Meeting

24th and 25th Feb 2017 (NB Friday and Saturday)

Actions carried forward from previous meeting:

- 1 PF to pursue Trust's valuation of Gerald Wilde painting.
2. RG/PF to work on a template/code of practice for burial requests
- 4.. PF to check on repayment situation with David McReadie and Andy Forsyth
- 5.Janet Cass to be approached re: new linen ? Not known - LA?
3. PF to check with an immigration officer as to the situation currently for a prospective student from abroad (inside or outside the EEC) who wishes to follow a course that is less than 6 months long.
5. The second 6 month course to be a priority for **Development** meetings.
9. RG initiate a public benefits folder.
10. **JH** Examine purchasing a winch for £3K - also seek grants to aid the purchase and also grants for a "fuelwood processor."also to find whether the LOGSOL machine belonging to Institute can be sold.

11. **JH** to thank Alan S for the timber report.

Actions From Board Meeting 9/10th Dec 2016

RG ensure summer house is gas safe

TR ask PY if he will work on Lottie's to upgrade

JH check viability of using sheep field (car park) for geese or sheep.

RG ensure DBS in place where required for those working on childrens w/e's.

JD check staff payments are within £15K P.A.

TR and HA work with "group of 4" for publicity.

MR to ask PY to write letter of invitation to 40 days and second course.

Kerima Hill to provide prospective s. names

RG to invite people to be 40 day course prep co-ordinators and also course supervisors.

JH investigate grant possibilities for winch.

All directors to think of new possible directors esp young/ fresh people.

PF to check memo and articles to see if any changes need to be made to accommodate e.g directors standing for re-election after 5 or 7 years.

2 potential new directors to be invited by TR

JDA send duties of directors to MR and HA

RG organize thankyou for local volunteers, board to contribute, be represented

Covenantors to be contacted in the spring

JH to organize Meeting with Colin Tudge, John, Richard down south to talk about future of food and farming at Chisholme

Report from last Single Vision week to go on website - action JDR and JH and web team - access public or private?

JH to find Edirol so Chisholme has recording equipment

