



Cairngorms Archive Trust (SCIO)

Annual Members Meeting

1830-1900 hrs Monday 10th June 2019

Cairngorms National Park Authority, Grantown-on-Spey

MINUTES

Members present: Liz Morris, Grant Moir, Gordon Scott, Haydon Lorimer, John Rosenfield, Jo Porter, Norman Newton, Tim Walker, Rob Ferguson, Murray Ferguson, Robin Forrest.

1. Welcome and Introductions

The Chairman welcomed the 11 members present and explained that proxy votes had been received from 3 members (Ruth Tunnicliffe-Wilson, David Sugden and Ann Wakeling). The meeting was therefore quorate. She introduced the trustees and advisors of CATS and explained that advisors attended Board meetings and provided valuable expertise in discussions but only the 8 trustees were able to vote. The Constitution provides for up to 10 trustees. New nominations would be welcome but there had not been any so far.

2. Apologies

Apologies were received from:

The Patron, Robert MacFarlane

Trustees: Eric Lawther, Ann Wakeling

Members: Ruth Tunnicliffe-Wilson, David and Britta Sugden, Erica Money

Advisors: Amy Woolvin, Karen Derrick

3. Chairman's Report

The Chairman presented the Annual Report and Financial Statements for the period ended 30 April 2019. She explained that the charity had been registered on 18th April 2018 after two years of discussions facilitated by the Cairngorm National Park Authority. Many people had helped to set up CATS

and she wished in particular to thank Murray Ferguson of CNPA , who had chaired the initial Steering Group Meetings, and Karen Derrick, Chief Officer of Voluntary Action in Badenoch and Strathspey, who had masterminded the application to the Scottish Charity Regulator and continues to support and advise our charity.

Membership

The membership now stands at 29, which is safely over the minimum number of 20. Your Board decided that in the first year of operation the focus should be on setting up organisational structures and considering the methods we would use to achieve our aims, rather than actively seeking to expand the membership. However, this meeting will be followed by the launch of our website, which will increase the profile of CATS and allow online applications for membership. We therefore envisage an increase in membership from now on.

Finance

Your Board decided that membership of CATS should be free, but that donations from members and others would be welcome. The Chairman set up a personal “JustGiving” account to receive early donations for CATS which (after fees had been subtracted) amounted to £103. Further donations by cheque amounted to £140 giving a total of £243 of unrestricted funds. None of this has been spent on administration costs. Online purchases via the “Easyfundraising” website have raised £20 which will be received by CATS in the coming year.

Given the expected increase in our membership and public profile after the launch we have set up a “JustGiving” charity account to handle on-line donations, including Gift Aid. This incurs an administration charge of £15 +VAT per month. So far we have attracted two donations of £10 per month. It will of course be important to review the fundraising efficiency of this system over the next year.

Activities

The Chairman explained that a certain amount of “one-off” administrative work had been required in the first year of operation. CATS now has a *Code of Conduct*, which defines the standards expected of trustees, a *Safeguarding Policy Statement*, which demonstrates its commitment to keeping safe all those, in particular children and vulnerable adults, involved in the activities of the charity, and a written *Risk Assessment* for the activities we expect to undertake. But the main activity had been to consider how best to set up a system for the primary object of the charity namely to receive and safeguard material relating to the Cairngorms. Your Board decided this would best be done by working through one extensive collection, to be donated in stages by our trustee Jo Porter. We have produced an acquisition

form, based on that used by Highlife Highland, and a cataloguing system which is compatible with that used by professional archivists and librarians. Thanks to the support of the CNPA we have been able to transfer material to their offices for initial processing before it is moved to Inverness for cataloguing and storage. The Chairman thanked Norman Newton for his leadership of the CATS cataloguing group.

The Board has been aware of other collections which could be donated and has been considering the strategy for dealing with primary scientific material. After the launch we expect to expand our activities, but it will necessary to increase the number of volunteers to assist with transport of material and cataloguing and to raise funds to cover the associated costs. The Board is also mindful of the long term aim of the charity which is to make donated material available for the general public to appreciate in a dedicated building in the Cairngorms National Park. The next step for the charity is to develop a Business Plan for achieving these aims and the Trustees will do so with the guidance of our mentor, Karen Derrick.

The Chairman concluded by thanking the Trustees and Advisors for their hard work over the last year and asking the meeting to approve the Annual Report and Financial Statements which they had received before the meeting.

Motion to approve the Annual Report and Financial Statements:

Proposed: Haydon Lorimer
Seconded: Murray Ferguson
For: 14 Against : 0 Abstain: 0

4. Election of trustees

There being no further nominations the serving trustees would continue in office.

5. Independent Examiner

The motion to ask the trustees to appoint an independent examiner and fix their remuneration was then put to the meeting.

Motion to ask the trustees to appoint an independent examiner and fix their remuneration

Proposed: Jo Porter
Seconded: Liz Morris
For: 14 Against: 0 Abstain: 0

After expressions of appreciation for the work of the Chairman and the continuing inspiration of Jo Porter the meeting closed at 1855.