

Stronsay Development Trust

Board Meeting on 29 September 2011 at Fishmart 19.00

Approved Minutes

Present: Malcolm Addison Lisa De Geer (Secr.) Sara Goodram
(Treasurer) Helen Garside Yvonne Weaver
Julia Crocker (Chair) Cora Goodram

Apologies: Nina Gleed

In Attendance: None

1. Welcome by Chair

Julia Crocker welcomed everyone and thanked them for attending.

Action

2. Information on the Admin and Finance Post by the Chair

Julia Crocker informed the board that:

1. There were no applicants for the Admin and Finance Post.
2. This means that the post needs to be re-advertised.
- 3.
4. Julia Crocker has announced earlier that she will step down from the post as chair at the next AGM.
5. The Admin and Finance Post was to take over much of the work the Chair is presently doing.
6. Since there were no applicants for the post and after seeking advice from HIE and VAO, Julia Crocker has decided to apply for the post.
7. Julia Crocker cannot have anything to do with the recruitment process.
8. If Julia Crocker is being offered the post and accepts she needs to step down as chair immediately. Malcolm Addison offered to step in as chair until the AGM. The board agreed for Malcolm Addison to act as Chair if Julia Crocker stands down.

3. Julia Crocker left the room at 7.30 p.m. for the board to discuss the recruitment process of the Admin and Finance Post, and did not return.

4. Malcolm Addison was appointed to chair the rest of the meeting.

5. Recruitment process

5.1. Interview Panel

The board agreed for Yvonne Weaver to represent the board on the interview panel. Chessa Llewellyn-White from HIE will be independent. A third person for the panel will be needed and it was decided to ask one more independent. A couple of persons were suggested.

5.2. Suggested Time Line

Advert: 6 October

Closing Date: 24 October

Interviews: w/c 31 October and 7 November

Appointment: from 15 November

5.3. Advert and Job Description

Chessa Llewellyn-White (HIE) has sent a suggested advert and job description that was handed out to the board by Lisa De Geer. The board agreed to accept them both as they are.

6. SREL Chair

The board discussed if Julia Crocker should carry on as chair of SREL if appointed the admin and finance post. This would be acceptable according to SREL M&As. The board agreed for Julia Crocker to continue as chair of SREL if appointed.

7. SDT Treasurer

If Malcolm Addison takes on the role as Chair the role as Treasurer will be vacant. The board appointed Helen Garside to be treasurer in the event of Malcolm Addison becoming Chair.

8. Date of next meetings

The board meeting at 5 October needs to be postponed since Gillian Ashwood from Coop bank will be visiting SREL on that day. New date will be Wednesday 26 October.

Meeting Closed at 20.10