

Trustee Board Meeting – Minutes – 25.06.20

Location: Zoom Virtual Meeting

Present:

Robin Swanson (RS)
Frank Danks (FD)
Paul Swanson (PS)
Tim Foddy (TF)
Lynne McCallum (LMc)
Geoff Greaves (GG)
Peter Johnson (PJ)

The meeting was opened at 1900 by the chair (RS) who welcomed all present and thanked everyone for their attendance at this electronic format Trustee Board meeting.

The minutes of the previous Trustee Board meeting on had been circulated to all Trustees prior to this meeting for review. Those minutes were reviewed and accepted as a true record by all who attended. A hard copy of the minutes was signed by the Secretary (FD) on behalf of the Chair (RS) and filed accordingly.

The Community Housing Fund Grant areas were revisited as follows: -

- Business Plan and Financial Assessment – TF.
- Community Involvement – GG & PJ.
- Board Member Training – PS.
- Housing Needs Survey – L.Mc

The responsible focal points provided an update on each of the spending priorities and, with the exception of Board Member Training which has been completed, the remaining three strategies have been subject to delay caused by the current lockdown/isolation situation. These strategies remain valid and will be resumed when the situation permits.

The Secretary advised that grant funding was ring fenced for particular identifiable areas of expense agreed by the provider in advance and paid against invoices. The Trust had administrative costs in the form of subscriptions and insurance some of which fell outside

the grant funding parameters. Currently the trust has no other source of funding other than very limited membership subscriptions. This situation is likely to continue until housing units are acquired and a cashflow established. Funds in the form of donations or sponsorship may be the most likely source at the present time. Several potential sources were discussed and (TF) committed to explore one possible source and report back.

The Board reviewed a new membership application. The applicant was considered to be ideal for membership and the Board unanimously agreed to accept the application. The Secretary committed to make contact, advise membership status and issue a Share Certificate in accordance with Trust Rules and practice.

Action: FD

The Secretary (FD) provided an update on the Trust's accounts and the need for the provision of professional support which has become necessary to enable the Trust to fully comply with the financial returns to the Financial Conduct Authority. This is due to an increase in turnover during the 2019/2020 fiscal year as a result of grant funding. Three sources of support had been contacted and the services available and the cost of each reviewed.

The Board identified the Fordham Financial Group as the most appropriate source and the Secretary (FD) committed to contact them to arrange the professional support identified.

Action: FD

The agenda for the forthcoming 2020 Annual General Meeting due to be held on 01.07.20 utilising the Zoom format was reviewed and item presentation allocated to Trustees. The protocol for the management of the meeting in this format was confirmed.

The meeting is scheduled for 1900 on 01.07.20 and Trustees were requested to be available to log in by 1850 in advance of the anticipated membership log in. The rules demand that 10% of the membership form a quorum for Annual General Meetings and confirmation of this is a priority that must be established initially and confirmed visually on screen.

Voting as required will follow the normal established practice with a show of hands which will be confirmed by a manual count of each participant on screen. It is essential therefore that members voting must be connected both by video and audible functions.

There will be challenges with this new form of meeting but the Board are confident that this will be managed in a successful manner.

There being no further business, the meeting was closed at 2023.

Frank Danks – KCLT Secretary.