

## ENCOMM

MINUTES OF TRUSTEE MEETING FRIDAY 21 FEBRUARY 2020 10am AT BRACKENHAUGH, LETHEN

PRESENT: Linda Henderson (LH), Peter Arris (PA), Sue Rhodes (SR), Martine Scott (MS)(via WhatsApp video).

Invited guest: Brian Mountjoy(BM) re website development

1. BM was welcomed not only as someone with expertise in website building but who had expressed an interest in becoming a Trustee (to AOCB below).

2. Minutes of 17 January 2020 which had been circulated were agreed, proposed PA, seconded SR.

3. Matters Arising:

3.i Decision re Greencoat. LH had sent the decision to Fiona Milligan and was awaiting the contract for signing. She wondered if Greencoat might want to set up some publicity with all the communities present. Cawdor, at least, have yet to agree terms so Trustees felt it would be wise to keep the decision confidential at present and hold back from issuing a newsletter to members. LH reported that The Nairnshire Telegraph would be keen to give editorial space when we felt ready to go public.

**Action:** LH to check with FM re likely timing & public knowledge

3.ii Bank account. The Trustees had met to sign the bank forms & to give ID at Messrs Ritson Young, accountants in Nairn. Cost to be invoiced £50 +VAT. PA delivered forms to Bank of Scotland, Nairn and expects account to be open very shortly.

3.iii Ferness Phone Box. LH reported that ENCOMM now owned this.

**Action:** SR to contact local Heritage Group re taking this on as a project.

3.iv Insurance. LH now holds a certificate for PLI with Zurich Insurance.

4. Communications & Engagement:

4.i Facebook. SR had contacted Ms Ellie Fowles (Mill Town) who is happy to set up, post & run an FB page. They will meet to work out how best to do this. MS suggested using social media manager software like Hootsuite to write our message once but distribute to all social media platforms we sign up to.

**Action:** SR will set up meeting probably mid-March.

Memberships. LH confirmed that ENCOMM are now members of DTAS and SCVO with login details if anyone needed deeper into their support packages. LH & SR are to attend DTAS "get together" in Forres on 1 April. MS was recently back from giving a presentation (re her work) at the Glasgow SCVO conference – The Gathering. MS advised we should attend the next one as hugely informative and inspiring. Agreed.

**Action:** LH to amend SCVO profile to get Third Force Newsletter emailed.

4.ii BM gave a presentation with an introduction to his career in the Royal Navy ending after 38 years as a Lt. Commander specialising in weapons communications. He has also built and run websites for other charitable organisations he has been involved with. He explained about domain names & registration, hosting and manager software. Trustees also discussed GDPR & privacy policy

– keep it as simple as possible – and decisions to be made about editing permissions. It was agreed that we should look to register ENCOMM.org. PA pointed out that cost should not be a barrier to get the functionality we shall need. MS also has expertise in this area so Trustees agreed that MS, SR & BM should form a working sub-group to cover all these issues while LH & PA worked on finance and structure side of things including a suitable and reasonable budget for admin, website etc.

Trustees are keen to leaflet all properties in the area when news / meeting / launch party is organised. LH holds a name-cleansed copy of shorter electoral roll showing approx. 160 properties which she believes is ca 50 properties light but could be amended on the ground.

LH reported that through DTAS / Foundation Scotland a funded community questionnaire can be undertaken to consult the widest community.

**Action:** sub-groups to arrange meetings & way forward with launch event targeted for Saturday 6 June 2020. Each to report back at next meeting in May & liaise as necessary meantime.

5. AOCB: The existing Trustees invited BM to consider becoming a Trustee. He took the documentation and will confirm in due course.

**Action:** LH to check OSCR regs re when a meeting of members to elect trustees must take place.

## 6. DATE OF NEXT MEETING:

Friday 8 May at 10am at Brackenheugh.