



## **BOARD OF TRUSTEES**

### **Minutes of a meeting held on Tuesday, 6 December 2022**

**Present** Andrew Burns (Convener), Debbie Adams, Jonathan Christie, Fiona Gillespie, Adam Lang (via zoom), Pauline Lunn, Janette Mitchell (via zoom), Ashley Ryan (via zoom)

**Apologies** James Adams, Sean Duffy, Manish Joshi,

**In attendance** Anna Fowlie, Tim Hencher, David McNeill

#### **1. Welcome and apologies**

The Convenor welcomed everyone to the meeting and noted Sean, Manish and James's apologies. He noted that this would be Pauline, Manish and James's last board meeting and thanked them for their contributions over the last three years.

#### **2. Conflicts of interest**

None declared.

#### **3. Minutes of the last meeting**

- Trustees approved the minute of the meeting on 4 October 2022, subject to an amendment to include reference to the fact that trustees had considered whether the role of Convenor should be remunerated at item 5.
- Trustees approved the public version of the minute for publication on the website, subject to the amendment noted above.
- There were no matters arising not covered on the agenda or in the action log.
- AF confirmed she had raised Goodmoves with colleagues in England, Wales and Northern Ireland. Trustees noted the Action Log.

#### **Actions:**

**Update action log, removing completed actions**

**AF**

#### **4. Membership update**

Trustees welcomed the membership report, noting that membership and supporter numbers had increased by 87 since the

last report and that SCVO now had 3,231 members and 71 supporters. The net annual income increase due to membership growth for this period was £3,630.

David noted that, for the first time, renewal notices would be issued to free members. This was likely to result in a drop in numbers as some organisations would no longer exist.

Trustees that it would be worth highlighting to paying members that their contribution enabled small organisations to benefit from free membership. Anna confirmed that a new approach to invoicing would highlight the benefits organisations had received over the past year such as discounts or access to free events.

**Action:**

**Renewal notices to fee-paying members to include reference to enabling free membership for small organisations**

**DM**

**5. Governance**

**(a) Succession Planning for Convenor**

Trustees discussed membership of the recruitment sub-group and agreed that Adam and Fiona would be the nominees. They also agreed that the sub-group should have an independent chair and suggested some names.

Anna agreed to circulate the draft role description and person specification to trustees for comments.

**Actions:**

**Prepare a role description and person specification, circulate to all trustees for comment and arrange a meeting of the sub-group**

**AF**

**(b) Trustee Elections**

Tim confirmed the outcome of the trustee elections. Kim Atkinson, Barry Sillers and Gillian Reid-Mckee had been elected from a record pool of 11 candidates. The results would be announced by the Honorary President at the AGM later that day.

**Actions:**

**Confirm the results to the successful candidates**

**AF/AB**

**Confirm the results to the unsuccessful candidates**

**TH**

**Put in place induction arrangements**

**AF**

**Set up introductory meetings**

**AB**

**6. Strategic Plan 2023-28**

Trustees discussed the revised version of the strategic plan and agreed it was much improved. Debbie suggested including a more explicit reference to the work SCVO was doing on equality, diversity and inclusion. Otherwise, the draft was approved.

In designing the final publication, the same brief of “an ambitious rallying call” would be given to the designer, and trustees asked that a launch event be organised, which could be a good vehicle to highlight the forthcoming vacancy for the role of Convenor.

**Actions:**

**Add a more explicit reference to equality, diversity and inclusion**

**AF**

**Arrange for design for publication**

**AF**

**Consider options for launch**

**SLT**

## **7. Update from the Strategic Development Committee**

David highlighted the main topics of discussion at the committee:

- Growing income-generating services
  - Whether to focus on growing existing services or developing new ones
  - Services with the highest margins tended to be the least aligned with our mission and vice versa
- Attracting larger members
  - Larger registered charities tended to be organisations that are not regarded as part of the voluntary sector, such as universities. The committee came to the conclusion that creating a bespoke, targeted supporter package would be the best way to engage with them.
- Given the challenging operating environment, the committee had had a lengthy discussion on whether more radical approaches should be considered.

## **8. Update from the Strategic Resources Committee**

Fiona set out the Committee’s discussions:

- 5-year forecasting/next year’s budget
  - while recognising long-term forecasting was even more difficult at the moment than in the past, it was helpful to see the situation set out starkly
  - trustees recognised a balanced budget for 2023/24 was extremely unlikely, the deficit had to be narrower than it had been in 2022/23

- pathways had to be found to a more sustainable model
- the next meeting of the SRC in January expected to see a more detailed draft budget, with a variety of scenarios or options including the difficult ones
- the draft budget must align with the new strategic plan.
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**Actions:**

**Papers for January SRC to include scenarios and options for reaching a balanced budget**

**TH**

**9. Cost-of-Living Award for Staff 2023/24**

Anna confirmed that early discussions were taking place with the trade union representatives about next year’s cost of living award.

Trustees agreed that an ad hoc meeting could be arranged before the next Board meeting in March if necessary.

**Action:**

**Keep trustees informed on the negotiations**

**SLT**

**10. Risk**

No new risks were identified as a result of the meeting.

**11. AOCB**

Ability Centre, Troon had contacted SCVO as their constitution required SCVO’s agreement if the organisation was to be wound up. Trustees agreed to delegate responsibility to Tim to take forward.

**Action:**

**Undertake the necessary due diligence**

**TH**

**12. Next meeting**

The next meeting will be held on Tuesday, 28 March 2023 at 1.00 pm in the Mansfield Traquair Centre.

Note: The date for the Charity Awards is confirmed as 23 June at the Sheraton, Edinburgh  
The Gathering will take place on 7<sup>th</sup> and 8<sup>th</sup> of November at the EICC