



BOARD OF TRUSTEES

Minutes of the Meeting held on Tuesday, 5 December 2023

Present Andrew Burns (Convener), Adam Lang, Ashley Ryan, Barry Sillers, Debbie Adams, Fiona Gillespie, Jonathan Christie, Kim Atkinson

Apologies Gillian Reid-McKee, Sean Duffy

In Attendance Anna Fowlie, David McNeill, Tim Hencher, Megan Ross, Richard Jennings, Jumoke Adebajo

1. Welcome and Apologies

The Chair welcomed everyone to the meeting and invited members to introduce themselves. Apologies were noted.

2. Networking with Management Team

A Networking Session for the Board of Trustees and the SCVO Management Team took place.

Trustees thanked the SCVO staff for their work around The Gathering.

3. Conflicts of Interest

None declared.

4. Minutes of last meeting

- Trustees approved the minute of the meeting held on 3 October 2023.
- There were no matters arising not covered in the agenda or in the action log.
- Trustees noted the progress in the action log.

Actions

- Amend public version of the minute from 3 October 2023. (MR)
- Upload public version of the minute of the October meeting onto the website.
- Update Action Log.

5. Membership Update

David updated that Membership continues to grow on track, with more than double number of members we had four years ago.

David noted that we have been carrying out a data cleansing exercise meaning that membership is now sitting at around 3,500 members.

David added that due to the annual renewals process, most members renew in May leading to a membership spike in June.

6. Governance

Tim updated the Board that Bushra Iqbal had been elected to the Board of Trustees, replacing Adam Lang.

Tim noted that the voting was close, but that Bushra was the successful candidate from the eight nominees.

Tim updated on the ongoing recruitment to secure a Treasurer, noting that the deadline for applications has been pushed back to 18 December 2023.

Tim noted that we are struggling to secure interest from candidates with a background in Finance.

Trustees noted that the advert should be re-worded to make it clear that the chosen candidate should have significant financial management experience, but that they do not have to be a qualified accountant. Trustees added that the deadline for applications should be pushed to the New Year. Barry highlighted possible options through corporate volunteering via Inspiring Scotland or Pilotlight. Kim agreed to share a video SSA had made.

Action

- Emails to be sent to unsuccessful Board nominees. (MR)
- Tim to implement changes to Treasurer recruitment process (TH)

7. Update from Strategic Development Committee

David updated that the evaluation of the in-person Gathering scored highly and that this is a positive endorsement of the event.

David noted that we are awaiting the results of The Gathering Extra Evaluation but added that we were likely to continue to run similar events in future years.

David noted that changing the venue to the EICC made a difference with specific positive feedback regarding venue and location. Due to the availability of the EICC, we will likely be holding the next Gathering in February 2025.

David discussed SCVO's approach to sponsorship, noting that sponsorship shows a significant, positive increase.

David added that work is ongoing to ensure ethics and values with partners and sponsors align, noting that an ethics document is being created to safeguard the organisation.

David noted that we will circulate a list of non-member organisations who attended The Gathering to Trustees, and asked Trustees to consider if they have any contacts within these organisations who we could discuss membership with.

The Chair noted that as Sean Duffy and Fiona Gillespie's terms come to an end in 2024, the Board would need to identify new committee chairs.

Action

- Send Trustees the link to The Gathering Extra. (MR)
- Send Trustees the list of non-member organisations who attended The Gathering. (DM)

8. Update from Strategic Resources Committee

Tim updated that finances are on target for Q2 with The Gathering and Goodmoves performing well.

Tim noted that some unexpected maintenance costs for Edward House and Mansfield Traquair Centre have arisen relating to fire alarms and statutory health and Safety requirements.

Trustees noted the position.

9. Strategic Plan Update

Anna spoke to the report, highlighting that the focus of this update is on the third strategic aim – Performing Well to Deliver Success, which focuses on internal indicators. The report included a more detailed update on SCVO's anti-racism work and there would be a session in the new year for trustees who have joined SCVO since the previous training.

Anna noted that we have positive staff surveys and good engagement with our anti-racism and climate change work. As a result of blended working becoming the norm, we have created more opportunities for staff to engage with each other by adding an extra all-staff away day.

Anna added that we are developing our approach to communication with members to be more about engaging than broadcasting.

Trustees thanked the Senior Leadership Team for the work that they are leading and the positive approach to staff wellbeing, noting that SCVO is performing well against this strategic aim.

The Convener suggested that members of the Management Team could attend future board meetings to update trustees on work in their areas of responsibility. They suggested that elements of this strategic aim could be included in staff surveys to find out whether staff held the same view as SLT.

Trustees noted the position.

10. Risk

There were no new risks identified as a result of this meeting.

11. AOCB

Trustees raised Volunteering Days and SCVO's Volunteering Policy, noting that the Scottish Government provides staff with six Volunteering Days each year. Trustees asked what this looks like for our members?

Anna suggested that this issue should be added to the agenda of the next SDC meeting in March 2024.

The Chair thanked Adam Lang for his contribution and valued support over the last six years. Andrew also thanked the Trustees and Senior Leadership Team for their work and support throughout his term as Convener, and warmly welcomed Richard to the role of Convener of the Board of Trustees.

12. Date of next Meeting

The next Board meeting will be held on Tuesday 19 March 2024 at 1pm in Mansfield Traquair Centre.

Action

- Dates of Board Meetings, SDC and SRC Meetings to be re-circulated to Trustees diaries. (MR)