**MEETING TITLE: TRUST ORDINARY MEETING**

**Meeting Date: Thursday 27th June 2019**

**Meeting Time: 6.30pm**

**MEETING MINUTES** *(Draft)*

**Chair/Facilitator: Richard Sankey**

**Minute taker: Sean Robertson**

**In Attendance**

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| --- | --- |
| **Trustees** | **Attending** |
| Richard Sankey, Chair -RS Steven McKenzie -SM | Keith Williams -KW- Director  Sean Robertson – SR- KSDSFB  Leanne Munro – LM - KSDSFB  Michael Baird -MB - Member |
| **Apologies** | **Guests** |
| Robbie Douglas Miller  Ashe Windham  John Green  Michael Brown  Colin Gilmour |  |

**Welcome & Approval of Minutes**

The Chair welcomed attendees to the meeting and the minutes from previous meeting of

4th April 2019 were approved.

**3. Open Actions B/Fwd**

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| --- | --- | --- | --- | --- | --- |
| **No** | **Action Title** | **Actions** | **Owner** | **Raised** | **Complete by** |
| 1 | SANDS | KW Contact local angling clubs, educators and potential interested parties to determine interest. | KW | April 2019 | October 2019 |
| 2 | SEDIMENT FINGERPRINTING | SR had update from APEM, some samples from February didn’t have enough sediment for extraction. SM, Oykel hasn’t been as dirty recently, some bits on the Brae Burn and Upper Allt Rogie. APEM working on a new sampling methodology to come back to us in August. ***Action SR in the meantime to take samples from Brae Burn and Allt Rogie.*** | SR | June 2019 | Ongoing |
| 3 | DIEBIDALE | Action KW to contact SEPA and see where this has progressed to. | KW | June 2018 | Ongoing |
| 3 | SKILLS MATRIX | Matrix completed, reporting a shortfall of skills in 2 criteria: Fund raising/Grant Applications and PR/Media Development. The matrix was circulated prior to the meeting | JH | December 2018 | Complete |
| 4 | LAIRG ANGLING CLUB | KW – send recorded delivery letter confirming their ownership of the Wheelyboat. Letter sent received and signed for 17/5/19. Still no response at the time of this meeting. | KW | April 2019 | Complete |
| 5 | NEW EMPLOYEE POLICIES | Review new Sickness & Absence policy, Flexible Working policy & Volunteer policy in Dropbox. No queries or amendments raised. Policies adopted | All | April 2019 | Complete |
| 6 | BUDGET LINE NUMBERS | Action JH – complete budget line numbers | JH | June 2019 | Complete |
| 7 | ENDOWMENT FUND | Investigate and recommend options for starting £20K. After investigating the option it was decided this was not a viable option as safe investments would not keep up with inflation. SM, would it be worth producing something to encourage legacy funding? ***Action KW to refocus the endowment fund idea to encourage legacy funding.*** | AW/KW | April 2019 | Complete |
| 8 | HERITAGE NETTING PROJECT | Scope out and present proposal on Netting Project at the June meeting. ***Meeting being held 2nd July, flyers and advert done.*** | SR | April 2019 | June 2019 |
| 9 | VICARIOUS LIABILITY | Liaise with David MacKie on late season dates to arrange a meeting with our staff, river workers and proprietors. RS - FMS regional meetings which may be happening later this year would be a good option to arrange this. | KW/JH  RS | April 2019 | ASAP |

**Agenda Items**

1. **Governance**
   1. Trustees skills matrix results were discussed.

RS, People may find it easier to come into the trust as appointees rather than full trustees. SM, Bringing in another ghillie trustee may benefit the trust. RS, we also need to focus on the gaps in skillsets and fix some minor shortfalls.

***Action KW to speak to the development trust about bringing in someone.***

RS, FMS may later on have a role that can help us with grant applications.

1. **Directors Report**

The directors report was circulated prior to the meeting.

1. **Budgets and Finance**
   * + 1. 2018-2019 Budget

KW -£40K surplus from AST project, extra gift aid, NEPS and temperature monitoring grant.

* + - 1. 2019-2020 Budget

KW - Forecasting small deficit, however the budget hasn’t been fully populated. NEPS and other contract work wasn’t budgeted for.

1. Restricted and unrestricted funds

Genetics and Shin restoration are the main restricted funds. £3K is going into this per year to buy a new smolt trap when its needed. KW asked if the money is available via normal budget means or can he make requests for this money at any time? RS & SM - This money should be available by asking for it. KW agreed that this is a good, flexible approach to spend money on issues that need addressing.

1. Future project requirements

KW – meeting next week about the missing salmon project, could potentially get Duchally included. RS - it makes sense to use money towards this.

1. UHI Genetics funding

KW – suggest that JH puts a new line in budget to account for this, as we have still not had results from UHI and we may need the professional consultancy for other work. RS and SM agree.

* + - 1. Endowment Fund

Already discussed in matters arising.

* + - 1. Office Window replacement quotes

£10K + VAT to replace to double glazing and be more heat efficient. KW -current windows were designed for a shop front, no longer fit for purpose. RS, should we explore a revamp to the front of the building? Perhaps in keeping with the look of the development trust’s barn, even down to the logo. Focus on being eco-friendly***. Action – KW to explore this.*** RS, asked MB if he thought this was an appropriate way forward, MB agreed.

1. **Projects** 
   * + 1. Heritage Project

SR is doing a presentation on the project next week at the Heritage Society. RS – this is a good project for getting others in the community engaged with the trust. Worthwhile to keep exploring.

* + - 1. AST Smolt Tracking

KW - Receivers collected, 2 still in the firth that are missing. Meeting next week on the future of the project. Will try and include the Cassley in next years run to examine smolt passage at Duchally.

* + - 1. APEM Sediment Fingerprinting

Discussed previously.

d) Biodiversity Challenge Fund

KW - We applied to this fund with Galloway and Ayrshire Fisheries trusts. In our catchment money was for tree planting at Dalchork. Neil McInnes from forestry has been included in discussions, this would plant around 5/6000 trees. Would likely need to employ the bailiffs in the winter to do the planting. Can perhaps make an experiment out of different planting techniques. Offer letter has not yet been accepted, but there will need to be legal agreements between us and the collaborating fishery trusts.

1. **AOCB**

SR – Have been in touch with Neil McInnes at forestry about drone habitat surveying. Forestry are keen to map the Stratheasgaigh burn and watercourses up in Dalchork.

**Open & *New Actions* C/Fwd**

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| --- | --- | --- | --- | --- | --- |
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| 4 | HERITAGE NETTING PROJECT | Scope out and present proposal on Netting Project at the June meeting. ***Meeting being held 2nd July, flyers and advert done. Continue to update Trustees on progress- Action SR*** | SR | April 2019 | Ongoing |
| 5 | VICARIOUS LIABILITY | Liaise with David MacKie. Action KW/JH. RS - intregrate with regional FMS meetings happening later this year. Action RS | KW/JH | April 2019 | ASAP |
| 6 | Legacy funding | ***Action KW to refocus the endowment fund idea to encourage legacy funding.*** | KW | June 2019 | September 2019 |
| 7 | Governance - New Trustee’s | ***Action KW to speak to the development trust about bringing in new trustee.*** | KW | June 2019 | September 2019 |
| 8 | Window replacement | ***Explore a revamp of the front of building with smaller windows, include logo refresh. Action KW/JH*** | KW/JH | June 2019 | September 2019 |

**Meeting closed at: 7.50pm**

**Date of next meeting: Thursday 26th September 6.30pm (amended to 4pm)**