

MINUTES of the EF CBS BOARD MEETING

Tuesday 14th Nov 2023

3pm – in person at Mari's house.

Present: Mari Hollander, Anni Broadhead, Ross Jenkins, Tessa Brock, Rupert Davis, Ian Chorlton

1. **Apologies:** None
2. **Action:** Meditation, sharing & team building activities were carried out.
3. **Matters Arising.**
 - 2.1 Reviewed handover meeting
4. **Membership Communication**
 - 3.1. **Action.** Review RD draft
 - 3.2 **Decision:** Submit first letter to members asap.
 - 3.2 **Action:** Complete initial draft letter to members, send. **RD/IC Completed 14/11/23.**
 - 3.3 **To be agreed.**
 - 3.3.1. Method and frequency of communication?
5. **Scottish land fund application**
 - 4.1 **Decision.** It was agreed by consent, that BenCom would hold off submitting the SLF Stage 1 application at the deadline date on Friday 17th November and prepare to submit by 27th February 2024. This would give the board and support team time to understand any application, ensure accurate quotes are obtained which are properly applicable to the stage 2 application and that information submitted is something the new directors can sign off on. RJ emphasised the need for evidence for the LPP.
 - 4.2 **Action.** Gather all the relevant information from the previous directors, review the information and ensure that all quotes are relevant and current for the submission. **TBA**
 - 4.3 **Action.** Prepare work SLF work to follow the initial submission in advance of the February submission date. **TBA**
6. **By-laws (A of A)**
 - 5.1 **Action.** By-laws issued to us by the previous board to be reviewed and amended, initially by RD to submit to the rest of the board for comment. RD
 - 5.2 **Action.** Once agreed these can be issued to the members and put on our website (once it is in place)
7. **Chair and Vice chair**
 - 6.1 **Action:** Board members to proposed governance positions and agree by the next meeting. **All**
8. **Bank Account**
 - a. **Action:** Explore possible bank account options. MH, TJ.

9. Charitable Status OSCR

- a. Further work to be done.

10. Future meeting

10.1 Decision: Frequency of meetings to be weekly for the first 3 weeks then to be reviewed. **All**

10.2 Date of next three meetings to be joint in-person and zoom.

10.2.1 Wed 22nd Nov 15.30 to 17.00 422 Field of Dream

10.2.1 Wed 29th Nov 15.30 to 17.00 TBA

10.2.2 Wed 6th Dec 15.30 to 17.00 TBA

11. ACOB