

## Minutes of the CSB, DSWA Meeting held at Dundee at 2 pm, Sat 14<sup>th</sup> Jan 17

### Present:

Billy McCallum (Minutes Secretary), Kate Armstrong (Chair), Trish Waite, Stewart Hutt (Events), Sue Moody, Ann Gammack (Gazette) & Dorothy Findlay (Treasurer)

### Apologies:

No apologies

### Chairman's Welcome

1. Kate welcomed all attendees and thanked everyone for their continued support. The outline of the Agenda was discussed and the meeting commenced.

### Previous Minutes / Agenda

2. The Agenda distributed was discussed and Kate updated those present on the way roles had been divided out last season to share the load which had worked well last season.

### Other Responsibilities

3. The matter of proposing names to responsibilities was discussed in light of the AGM changes to the Management Group (MG). It was agreed that since Dorothy was now covering the Treasurer role Billy would take on the task of taking minutes at this and future meetings. The gathering of Stats would continue by Sue and Stewart would continue to coordinate events and be the point of contact for training course enquiries. It was also agreed that Billy would take on the role of producing the CSB Waller & Dyker articles and that details of events should be forwarded to him so that they could be included in the article.

### Programme Planning

4. The matter of the programme for next season was discussed:

#### Training Courses:

Stewart stated that dates and provisional Instructors had been nominated for the 3 planned courses this season and that two places had been paid for Cambo 1 TC, running 29 – 30 Apr 17. Other courses: Blackruthven (July dtbc) and Cambo TC (2) 23 – 24 Sep 17.

#### Other Events:

**Pitlochry** On programme (Sat 8 Apr 17) and details would follow from Trish.

**Balhousie / BW Memorial** Plans are now well in place with Jim Grant taking the lead for the event. Given the nature of the build and high profile of the event the attendees will be confirmed in advance and a team managed by Jim will work on the build. It is planned for the Easter weekend depending on stone delivery.

**Roysth** Two one day events would be discussed, May/June & September and if agreed would be added to the programme.

**Solas Festival, Blackruthven** Details tbc runs 23 – 25 June, mainly a PR opportunity.

**Strathmiglo** Dorothy would liaise to ensure sight was suitable for 22/23 July.

**Cherry Tree Lodge** Discussed and intention was for Billy to send an initial email with some suggestions (Training Cse, Members practice) and if suitable a site visit would confirm suitability.

**Slade** This site was discussed and it was agreed that Stewart would speak to Hugh Black and ensure that it was still available for a Members Practice venue.

**Cowden Castle** Discussed, no firm plan as yet.

**Garden Features, Cambo** Billy suggested that the features at Cambo may need some remedial repairs and would make an interesting Members Day – will discuss with Cambo on site visit for TC at end of Apr.

**Drummond Castle** Willie Cassidy and Stewart will confirm details and a suggested date for the programme.

**Other Events** It was agreed that the other suggested venues and projects will be investigated by mid Feb with the plan to push out a FINAL draft by the middle of February.

## Other Business

5. The following other business was discussed:

**Web page** Ann highlighted the work on-going by DSWA HQ and that once in place would be an enhancement to the branch; promoting events, a gallery and other details of branch activities. It was suggested that if a Branch “moderator” was required Shona Leighton may be interested. It was also highlighted that other social media sites were a good source of potential students for courses and new members and this should be investigated and updated at future meetings.

**Gazette** The gazette was discussed and the email distribution would continue with those without email (or requesting a hard copy) receiving a mail drop.

**Week Day Events** the matter of holding mid-week events was discussed and it was agreed to canvas members to see if this would attract any interest. Billy will highlight in the CSB Roundup, asking any members to contact him or Stewart if they would attend Mon – Fri events if organised.

**Instructor / Supervisor Fees and Mileage** This matter was discussed at length and various proposals were considered. The current payments (£120 per day for Instructors and £50 for Supervisors) were discussed as well as the mileage payment (.40p per mile less the first 20 miles per trip). It was decided that Billy would contact the professionals who support events and come back to the MG with their views before a decision was made on any changes to amounts paid.

**Expenses** The matter of expenses for anyone using their own funds in the course of their duties was discussed (postage, fuel costs, stationery were some examples highlighted) should be able to be reclaimed if the individual wanted the expense paid. It was also noted that when we try and encourage new MG members that they should be aware that any costs incurred could be reclaimed to avoid any one in hardship not being able to contribute with branch activities.

**Finances** The Treasurer stated that the Fund was worth £5,661-76 as at 14 Dec 16. An example invoice was shown as the best method for Professionals / Supervisors to claim on which would be made available to those concerned.

**PR** It was agreed that the branch needs to push out its existence and capabilities to other charities and organisations if we are to grow and attain suitable projects in the future. Social media, email flyers (via DVA), talks on our charity etc were all discussed and agreed that we need to push out more to draw in projects and hopefully new members.

## Date of Next Meeting

6. It was agreed to hold the next meeting at 2pm on Sunday 23<sup>rd</sup> April 2017 at Kate’s home.

7. The meeting closed at 5.30 pm.

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