

**Minutes of the Coordinating group 3 Aug 2009 - Monimail Cottage.**

Present: Andy, Leilani (chair) Hamid (minutes). No apologies received.

**Agenda:**

Single issue: The updated proposed NHTT draft of the Articles and Memorandum and the Code of Conduct.

We went through all the points raised by Kate, Neil and Andy and worked out how to incorporate these in the A&M and CoC. Hamid to redraft and send round for further comments.

We agreed that notwithstanding section 5 of the A&M, at the AGM the members at the AGM will be able to decide by consensus the scope of the directors functions. This will be raised at the forthcoming AGM.

We also agreed to ask members if general budget decisions and fundraising are to remain within the coordination group's remit.

We need to clarify the role / responsibility and eligibility of the future CIC directors should this proposal be accepted by the members. It was proposed that to be eligible to stand as a director one must be an active member of NHTT. An active member has been defined as:

Active members i.e. members who live, work or operate in the area of NHTT as outlined by OS maps available and who regularly attend and contribute to the work of an action group. (Co group minutes 11<sup>th</sup> May 2009)

As yet unresolved is if all directors are required to sit on the coordinating group.

Hamid to incorporate the active members definition in the CofC.

**Hamid to check with Kate:**

-Can we delete or change the clause stating that only Directors can appoint members as this seems rather hierarchical.

- To: Anyone can be a member / director who works lives and operates in the area – add: and such as members consider appropriate.

-Incorporate the Human rights clause in the Art+Mem

Add to the CofC:

Notwithstanding Part sic 26.3 membership is open to anyone who applies who qualifies within the definition states (part 6 26.5) and subscribes to the Art+Mem+CoC

**Communications**

To simplify and structure communications better it was proposed to set up a Google group for each Action group. We can take this proposal to the AGM for consideration by the members. Ask the electronic communications group to advise on the technicalities of this.

Regarding electronic communication we agreed the following: when an issue is raised via email and there is a lack of consensus it is the responsibility for blocking consensus to continue to communicate their concerns and not withdraw from the discussion people to follow up phone calls in order to establish the relevance of the issue and to clarify any concerns raised.

Check with Leilani re email change in the paragraph.

We agreed to email out all the paperwork well before the AGM and than giving member the opportunity to comment and request a face to face meeting for any clarification and input if any so request. We will also aim to send this out with the next bulletin.

It was suggested that for the AGM we might engage an external facilitator eg Gerri Smyth from Transition Support Scotland, Nick Osborne from Transition Network or Bruce Britton, or someone from VONEF Cupar. Hamid to check who is available.

**AOB**

**PM post and CCF.**

Hamid to tell Rebecca we are reconsidering the project manager post and to consult with her on the process for potential reallocation of the money - and also to invite her to the next food group meeting.

We discussed an interim arrangement on which we would offer Louise an extra 6 hrs per week. Hamid to check with Rebecca about this.

We agreed that the PM post and related proposals are to be discussed with the wider membership at the AGM.

**Banners.**

We agreed to go ahead with the banners/flags etc for the food festival.