

## **Minutes of the First Meeting of the Board of Directors of the Craigiebank Association held on 2 December 2002 at Craigiebank Church Halls.**

Present:- Rev Edith McMillan (Chair), Gary Miller, Valerie Clark, Lindsay Cameron, Karen O'Rourke, Irene Tyndall , Judith McMurray, Iain Murray, Martin Lorimer, Jacqui Stirton, Kathleen Mands, Jack McDonald and Anne McAulay.

In attendance: Jeff Hope.

Apologies were noted from Councillor John Corrigan.

### **1. INTRODUCTIONS**

It was reported that the following persons had been appointed Directors of the Company, leaving two vacancies to be filled (one to be nominated by the Church and one to represent the community):- Rev Edith McMillan, Gary Miller, Valerie Clark, Lindsay Cameron, Karen O'Rourke, Irene Tyndall , Judith McMurray, Iain Murray, Martin Lorimer, Jacqui Stirton, Kathleen Mands, Jack McDonald, John Corrigan and Anne McAulay.

### **2. APPOINTMENT OF DIRECTORS AND REGISTRATION OF COMPANY**

Mr Jeff Hope explained the procedures for appointing Directors and circulated papers for completion by those present giving essential information. The aims and objectives of the Company were read. Mr Hope stressed that the company name could not be used in official documentation until the Company Registration certificate had been received.

It was agreed that all documentation relating to the Inland Revenue and Charitable status should be passed to Mr Hope as soon as possible along with the finalised versions of the Memorandum and Articles of Association held by Mike Mair.

The meeting agreed to nominate Rev Mike Mair to be appointed Company Secretary (his consent having been given) and the Company would be registered care of Messrs Miller Hendry, Solicitors. A Company Registration fee of £20 would be payable and Statutory Books would require to be obtained at a cost of £100. The matter of annual returns and documentation would be dealt with at a later date.

### **3. APPOINTMENT OF OFFICE-BEARERS**

The following appointments were made:-

Chairman – Mr Martin Lorimer  
Vice-Chairman – Mr Iain Murray  
Treasurer – Mrs Irene Tyndall

### **4. MEMBERSHIP**

After discussion about the categories of membership to be available, Mr Jeff Hope undertook to draft a suitable form for applying for membership which would incorporate the relevant information.

### **5. RELATIONSHIP BETWEEN COMPANY AND CHURCH**

Mrs McMillan described the relationship between the General Trustees of the Church of Scotland, the governing bodies of Craigiebank Parish Church and the Company and

highlighted the need to clarify their respective responsibilities. During the ensuing discussion, it was suggested that for the first year at least, while the Company established itself and, in particular, sought a financial basis for itself, the Church should continue to have primary responsibility for maintenance of the buildings and for the running costs. The Company, however, could take on day to day management of the premises and responsibility for the longer term development aspirations.

It was agreed that Mrs McMillan would approach the General Trustees inviting them to a meeting with the Board early in the new year and notify Directors accordingly.

## **6. FINANCIAL SUPPORT**

Reference was made to the success of the ceilidh held to launch the new association and to the shortfall of funding amounting to just over £90 which had been paid in the interim by Mike Mair. It was agreed that the Church should be asked to reimburse this amount as soon as possible on the basis that the Association would reimburse the Church at the first opportunity.

It was also agreed to enquire of the Neighbourhood Resources Department of Dundee City Council if start-up funding might be available.

## **7. DATE OF NEXT MEETING**

The next meeting of the Board would be held on Wednesday, 8 January 2003 at 7.45pm.