**Borders Exploration Group Committee Meeting Minutes**

**Date**: Tuesday

**Time**: 7:30pm

**Place:** Focus Centre, Galashiels

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| **Item** | | **Action required by:** |
| **1** | **Welcome and Apologies**   * **Present**: Rosie Stewart, Nicola Stillie, Nancy Anderson, Kieran Riddell, Jim McPherson, Ron Sutherland, Geraldine Bouglas, Graham Little, Rachel Nuttall, Mairi Lawrie, Adam Aitkin, Mark Graham, Euan Briggs, Lucy Forsyth * **Apologies**: Ruth Longmuir , Jono Ellis, Richard Forsyth, Sophie Wilson |  |
| **2** | **Minutes from the previous meeting**  Minutes were accepted subject to one minor amendment (one leader didn’t have PVG before Bolivia started, rather than did). Rosie to ask Jono to put on website.  Approved by Ron, seconded by Nicola | Rosie |
| **3** | **Matters arising from the previous minutes**   * There were no minutes arising from the previous meeting not dealt with. |  |
| **4** | **Chair’s business**   * Child protection forms – all proposed committee members in 2018 were asked to complete their child protection forms and send on to Nancy for processing by Youth Borders. Everyone will be required to go to Youth Borders to provide ID and are asked to do this as soon as possible once their forms have been received by Youth Borders. Everyone should also try to go along to child protection training * Youth Scotland membership – is due for renewal. It is proposed that this is membership only and insurance isn’t renewed given new insurance cover in place since June. Rosie to ask Richard Forsyth to review both insurance covers to ensure no cover missing before we cancel YS insurance. Committee agreed to renew membership otherwise pending the conclusion of this review (required by end October). | Provide forms – all  Process forms and provide training details- Nancy  Rosie/Richard |
| **5** | **Treasurer’s business**   * The draft accounts for 2016/17 were circulated. This showed a deficit of £4,278 due to new insurance purchased in year. Cash held was £478 with £1,620 outstanding from the Bolivia team pending a successful insurance claim. Mairi to update committee on insurance claim at next meeting. * Nicola is arranging for the accounts to be audited. Thanks to Nicola for preparing so promptly and her work this year. | Mairi  Nicola |
| **6** | **Introduction to BEG**   * Rosie presented an introduction to BEG including the structure of expeditions and the focus on four main phases of an expedition. * Discuss was held around when/where to hold expeditions, recruiting leaders and recruiting venturers from different background. The new committee was encouraged to be flexible and consider new areas to make BEG more relevant and to keep people involved. |  |
| **7** | **Review of committee positions**   * Rosie presented the committee roles and responsibilities * Graham Little has agreed to be interim chair for the next few months while a successor is identified. After this he will be the chief leader on the Malawi trip, planned for 2019. * Sir Michael Strang Steel has an individual he believes may be suitable for chair – Rosie to follow up * Jono Ellis is resigning from the committee but has agreed to stay on as website officer until a replacement is found. * Pam Hunter may be willing to continue to prepare the newsletter – Graham to check * It was agreed to add fundraising co-ordinator to the committee roles and responsibilities, due to the need to raise additional funds this year. It was also agreed to add expedition co-ordinator (including liaison with training team). The role of the training team would need further discussion in future meetings. It was also agreed to add insurance co-ordinator to this given the importance of this to the organisation. * All members of the 2018 committee were asked to consider which role they would like to take on for the first new committee meeting. They were also asked to consider whether they might be willing to be chair when Graham steps down later in the year. | Rosie  Graham  Rosie  All |
| **8** | **Priorities for next year**   * Rosie briefly outlined the main areas of priorty for next year. * Property – see agenda point 9 * Fundraising – BEG funds are very low. Insurance costs need to be rationalised as it may be that they can be reduced in a year with no expedition. Funds still need to be increased in the short term. Andrew Grant is keen to do an event at Riddell – new committee to consider who might be interested in organising this and to contact him after the first meeting. Quizes, race nights etc. should also be considered particularly while there is no expedition ongoing. * Events programme and member engagement – various options were discussed. Rachel agreed to organise a get-together for the new committee before Christmas to give each other a chance to meet outside a formal meeting environment. * Policies – data protection policy to complete (it has been drafted and chief leaders contacted). Also health and safety policy to review. All committee should read constitution which details the rules in operating BEG. All other policies must be kept up to date – child protection to review yearly. * Malawi expedition – see agenda point 10. | All  Rachel  All |
| **9** | **Property Update**   * We have been served notice on our stores at West Moriston – to vacate by 1 March * Tweed Valley Mountain Rescue building at Argus Centre is still being considered but may not be ready and could also be expensive, particularly when funds are so low. Rosie continuing to investigate. * Sir Michael Strang Steel has a shed at Priestley Farm near Melrose – Rosie is investigating and will ask Graham along. * Nancy, Ron and Jim will clear out the stores and organise into a smaller space for moving. They will also come along to Priestley Farm to see space available. They should ask for help from the committee if needed * Other options have been suggested (canoe club, the Haining) – all committee to investigate as soon as possible and get back to Rosie. * Nancy to add whether it is possible to keep cupboard at West Moriston – otherwise these may need to be sourced from elsewhere | Rosie  Rosie  Nancy/Jim/Ron  All  Nancy |
| **10** | **Malawi Update**   * Graham updated everyone on the thoughts for the Malawi trip so far, expected to take place in 2019. Recruitment of leaders expected early Spring 2018 with venturers late spring. Training team also to be recruited and their role clarified. | Graham |
| **9** | **AOCB**   * Andrew Grant has asked whether we can get a Bolivia stone for BEG alley – Mairi to provide logo to Kieran who will confirm if he can make the stone. * Kieran asked about the possibility of incorporating to reduce liability. This is possible but adds reporting burden. If the new committee want to consider this they should consult with a lawyer. | Mairi/Kieran |
|  | Next meeting will be the AGM on Tuesday 14th November at 7.30pm in Selkirk High School – anyone unable to attend or no longer interested in joining the committee should let Rosie know | All |

**2017 committee**: Rosie Stewart, Ruth Longmuir, Nicola Stillie, Nancy Anderson, Kieran Riddell, Jim McPherson, Jono Ellis, Ron Sutherland, Geraldine Bouglas, Graham Little

**2018 provision committee**: Graham Little (Chair), Nicola Stille (treasurer), Nancy Anderson (CPAVAO), Rachel Nuttall, Mairi Lawrie, Adam Aitkin, Richard Forsyth, Mark Graham, Euan Briggs, Lucy Forsyth, Sophie Wilson, Kieran Riddell (Jono Ellis will continue to be website officer)