

New Galloway Community Enterprises Ltd
Minutes – Board Meeting
16 August 2016, 19:30, Dalveen

Present: Mike Brown, David Briggs, Dawn Spernagel, Mary Smith, Sarah Parry.

Apologies:, Margaret Watson, Emma Harnett.

Also Attending: Helen Keron.

Due to the very busy stage of the project, no minutes have yet been issued for the last meeting.

Agenda:

- Timeline
- Communication
- Business Plan numbers
- Galloway Glens Landscape Partnership scheme matched funding
- Mission Statement
- Logo
- Underspend

1. Timeline

It was agreed that the bid submission must be completed by the 26th August, which is a credible timeframe for completion. This is 5 days before the final deadline of the 31st August at 5pm.

It was agreed that the final application may be submitted by MB and HK without further formal approval by the Board. All final documents will be available to the Board at all times for personal review.

2. Communication

Email members to tell them that the bid submission is in, but don't attach the Business Case because of size and complexity. Discuss that in an Open Meeting to be held in September.

Action – MB – send members' email after submission and book Town Hall.

Action - HK prep for meeting , after bid submission.

3. Business Plan numbers

Use the Share Offer money to pay for: Goodwill of shop, Stock purchases and possibly the Town Hall hire.

Get Andrew Walker's email with feedback about the business plan numbers. – **Action HK**. They must include VAT more explicitly.

Put a line in the business plan about contingencies for matched funding i.e. if we don't get it. **Action HK**. e/g fundraising dinner.

4. Galloway Glens LPS

- Apply to the GGLPS, but for a third day in Years 4 and 5, as part of a growth narrative for the service. Then the 2 original days are hopefully assured by BLF – reduced risk.

5. Mission Statement

Action – HK email out to all for further review.

[SP left the meeting.]

6. Logo

Remove the clouds from behind the kite

Make less dark in the middle

Create mock-ups for self catering and community event days.

Action – HK feedback to Martha. We like it!

7. Underspend

[HK left the meeting temporarily.]

The Board discussed the remaining work required from the Project Manager post submission and pre-award.

HK re-joined the meeting and was informed that she may invoice up to £1160 at £15/hr in the post-submission period. Any required spend over this sum is to be brought back for a Board decision.

Other costs that will be submitted to Andy Normansell for BLF approval:

- Architect final support to application
- HR Support – ask if we can purchase a year's contract
- Website www.newgalloway.com
- Training for Board members.

This should use £7,800 of the predicted £8,800 underspend. The other £1000 will be offered back to BLF, or requested to be added to our grant disbursement pot.

8. DONM.

TBC, after BLF have informed us of the next steps! Certainly post-submission.

Helen Keron, 29th August 2016.