

Minutes of Directors Meeting 9th and 10th April 2016

Present: T. Roberts (Chair) (TR), L. Abadi (LA), P.Finegan (PF), J.Davey (JDA).J.Hill (JH), J. Dry (JDR), R. Gault (RG), C Bingham (CB).

Apologies: F. Bockenheimer (FB)..

Actions in bold and in list at the end of the minutes

No	Agenda Item
2	<p>Matter arising and action points from the previous meeting It was agreed that actions from the last meeting would be circulated to all members for updates on action progress to be sent to TR. Unfinished actions would be carried on to the next meeting.</p>
3	<p>Principal's report: together with relevant comments from Directors. It was reported that</p> <ul style="list-style-type: none"> the six month course went very well. Feedback was positive, more physical exercise and less dairy and red meat in food was called for. Mindfulness was thought to be a useful addition although the integration need not be under the banner Mindfulness. staff said a break after the course is needed. there is a steady stream of short course bookings. the Development Office is to be revitalised with a wider remit – membership to consist of Peter Yiangou, Peter Young, Aliyah Ryan, Hannes and at least two Directors. Initially CB, JDA and PF. Time of meetings to co-incide with Board meetings Action JDA inform Hannes Hannes needs to be full time in the DO together with, it was suggested, a second person: – that person not necessarily on site. volunteers and WOOFER's are successfully visiting. It was thought that more experienced volunteers (e.g. Mary Levy, Geoff Thomas) would be best working with WOOFER's rather than with inexperienced volunteers.Action JD inform Hannes. Suggested that a Volunteer co-ordinator be asked to be at Chisholme for specific weeks. <p>Action JD to consult with Hannes re placing the opportunity on the website and media and also presenting this chance to alumni who agree to stay for two weeks or so. Suggested that volunteers be asked to come up for one specific week in every month. Action JD inform Hannes.</p> <p>The question of the valuation of Gerald Wild painting is still unclear. Action PF to pursue Trust's valuation of Gerald Wild painting.</p> <p>Burial Requests To be dealt with on an individual basis rather than individuals reserving plots. Action RG/PF to work on a template/code of practice.</p>
4	<p>Report on Six Month Course from Aaron Cass Aaron observed that the course structure worked well It was felt that it is important that all 6 month course staff are seen to be on an equal supervisory footing. Days off for staff were seen as very important. Exercise/walks recognised as very important. Life drawing and sacred geometry workshop</p>

	<p>observed to be also very useful.</p> <p>It was suggested that in future one day a week be a work day.</p> <p>Development Office work on the integration of appropriate Mindfulness techniques into courses.</p> <p>Suggested that all staff for 6 month course be asked to attend a preparatory week.</p> <p>Also suggested the further development of a bank of staff for future courses.</p> <p>It was proposed and accepted that the cut-off date for applications accompanied by a deposit for the next course be 8 people paid by the 1st August. It was also thought that we should point out to prospective candidates that the course will not run unless there are sufficient numbers. Action RG.</p> <p>It was noted that the first part of the course, studying the introductory materials, is 40 days long, whereas the Fusus study part of the course is roughly 99 days. The question was asked: Is there a case for two new separate courses for those unable to commit to 6 months in one spell?</p> <p>Action RG/AC/Development Office to look into</p>
5	<p>New build project. Outcomes from meeting with Albion Conservation.</p> <p>It was reported that a positive meeting was held with Albion on the 31st March. Our reasons for further development of buildings were discussed and noted.</p> <p>The Institute has further questions to clarify with Albion before moving forward.</p> <p>The next stage will require a management and financial plan to be provided by the Institute together with an estate survey. Albion will conduct an initial existing building survey and following that will assist in grant applications for refurbishment of existing buildings and for the building of a new meeting and accomodation development.</p>
6	<p>Staffing</p> <p>It was agreed that we need a manager, a bursar, a secretary and a maintenance person.</p> <p>Action JD/HR to ensure opportunities are on website and in media.</p> <p>There is a continuing need for an estate manager – Action RG to contact Alan Scott re. the opportunity.</p> <p>It was recognised that we have been unsuccessfully looking for a maintenance manager for 10 years. The question was asked: how do we ensure this post is filled?</p>
7	<p>Plan</p> <p>JDA to continue to work with RG on a monthly basis using the plan to track progress on existing work/needs and note new initiatives. It was suggested that finance be included in the planning process. Action JDA/JDR/RG.</p>
8	<p>Publicity</p> <p>RG reported that a journalist from the Southern Reporter, Mark Entwistle, and Mark Smith from the Glasgow Herald have visited. Carol Car is carrying out good work on publicity as are staff and alumni the framework of the new website is progressing.</p> <p>the current suggested “strapline” is “know yourself, know the world.”</p> <p>brochures are ready to be sent out – drafts examined and approved by the Board.</p> <p>It was suggested that editing of text be done by Development Office Action RG inform Hannes</p> <p>Professor George Paterson from Glasgow University invited RG to give a 40 minutes lecture to external students who were following a course on Mysticism and Spirituality. The talk was well received. It was suggested that Lloyd Ridgeon from Glasgow University (a colleague of Alan Williams) could be asked to speak at Chisholme. Action RG</p>
	<p>Report from Development Office</p> <p>Hannes Rohtsalu saw the DO as possibly the eyes and ears of that which is happening in different groups around the world.</p>
9	<p>Finance</p> <p>The increased size of the overdraft was noted , whilst at the same time recognising the large amount of development that has gone on.</p>

	<p>Action: Financial situation to be monitored on a monthly basis: JDA/PF/JDR.</p> <p>Action PF to check on repayment situation with David Macready and Andy Forsyth.</p>
10	<p>AOB</p> <p>Recognised that work is needed on the monument steps: Action TR to approach Simon Gapper.</p> <p>Re managing the flat in Hawick. PF to approach David Apthorp.</p> <p>Recognised that new linen is required. Sid will approach the Board with a proposal.</p> <p>Proposed that a Steading refurbishment appeal is formulated. Action ?</p>
11	<p>Date of next meeting</p> <p>2nd/3rd July</p>