

**KIRKHILL COMMUNITY CENTRE**  
**Meeting Of The Board Of Trustees**  
**Monday, 3 August 2015**

## **1 Attendance**

### **1.1 Members Present**

Alasdair Morrison (AM) - Chair  
David Knox (DK),  
Erik Lundberg (EL),  
Wilma Williamson (WW),

Sandra Hogg (SH),  
Alistair Norrie (AN)

### **1.2 Apologies**

Isobel Macleod (IM)

## **2 Minutes**

### **2.1 Acceptance**

Proposed by SH, seconded by AN.

## **3 Board Membership**

AM reported that IM had tendered her resignation from the board of trustees of the KCC due to pressure of other commitments. With regret, the board accepted her resignation and extended their thanks for all her work, both with the KCC and the KDAA. DK would communicate with her and ask her if she would like to continue to provide assistance during Gala Week.

## **4 Bank Account**

SH reported she had submitted the relevant documentation to the bank in order to open the online account. However, this had been returned by the bank as they considered the KCC to be an unincorporated association, even though this was not the case. SH had discussed this with the bank and she was waiting to hear back from them. In the meantime, she proposed that the appropriate forms for an unincorporated association be completed in readiness, should these be required. AM and SH were required to sign these.

SH reported that the £5000 had been transferred to the new account as agreed previously.

Invoicing for July 2015 was now being paid into the new account.

## **5 Asset Transfer**

SH reported that she had discussed the disposition to transfer the assets from the KDAA with the solicitor handling the transfer and she was waiting to hear back from him. It was hoped that this would be completed by the end of the week.

SH will prepare a list of the moveable assets of the KDAA which were to be transferred to the KCC for approval at the next meeting.

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## **6 Membership**

### ***6.1 Existing Hall Users***

EL had yet to would provide DK with email addresses in order that they could be invited to join the KCC. He would do this before the next meeting.

### ***6.2 Data Protection Policy***

SH circulated a draft policy and set of procedures for handling the membership data that she had received from the NCVO.

It was agreed that the trustees would examine these and discuss them at the next meeting.

## **7 AOCB**

### ***7.1 Policy Update and Adoption***

SH suggested that the existing policies and procedures of the KDAA should be updated and adopted by the KCC.

It was agreed that the trustees would examine these and discuss them at the next meeting.

## **8 Date of Next Meeting**

The next meeting will be held on Wednesday 2<sup>nd</sup> September 2015 at 7:45pm in the Williamson Room in the Community Centre.