



Member Meeting - Minutes

Date:	Wednesday 11th of October 2023
Time:	12:00pm- 13:30pm
Venue:	Office- The Gateway Centre, N. Methven St

Attendees
Evander Coban - Co Opted Trustee
Cindy Godfrey-McKay- Chairperson
Duncan's PA
Duncan Irvine - Trustee
Axelle L'Hortalle- Administrator
Jane Moncrieff - Manager
Nettie Sutherland - Co Opted Trustee
Apologies
Douglas Brown- Trustee

Attendees
Apologies

Agenda Item	Topic	Action
Item 1 & 2	Welcome and Apologies CGM welcomed everyone to the meeting. Apologies as above.	
Item 3	Conflict of Interest None	
Item 4	Minutes of previous meeting - approved by NS and DI. Scottish Widows Jm briefly updated everyone that the Ombudsman still had not	

reached a final conclusion about the Scottish Widows pension situation yet. They did conclude however that the compensation paid for stress caused was very reasonable so they did acknowledge fault.

Trustee Recruitment - Matters Arising

Upon review of the previous meeting: EC and NS have been co-opted as trustees and will stand for election at the AGM on 1st November.

Everyone present had agreed not to recruit KR as a Trustee because of the potential conflict of interest. JM discussed this with him and whilst he didn't necessarily agree that there would be a conflict accepted the Trustees decision.

Office Lease

JM shared that the office lease has been extended for another 6 months taking us to March of 2024. CILPK had initially planned to move in with Vision PK on High St once their plans for the building were finalised. Unfortunately, Vision PK were not able to accomplish their goal due to a lack of funds required to install ventilation for the building. JM let VisionPK know that colocation was probably not a possibility in the short to medium term. With this in mind the Trustees agreed to extend the office lease at the Gateway Centre for an additional 6 months. NS mentioned how it is more accessible when travelling by Taxi compared to CILPK's last address on Tay street. NS also observed that the Taxi training taking place at the Gateway Centre was more manageable and that the meeting room was good value and accessible and everyone was familiar with it now.

JM pointed out that we would have to collect our archives from the Vision PK office on High St and find appropriate storage for it along with a few pieces of furniture.

JM suggested asking PKAVS if they have available storage in the building at the Gateway Centre.

NS suggested using the Council building to store CILPK's archives and review the documents in their building for convenience at some point.

JM suggested hiring a van to collect the chairs and standing desk in particular.

DI said he had a friend who might be able to help move the furniture from Vision PK to the Gateway Centre. He did not know when they would be available to help however. DI agreed to check this out and let JM know.

EC said he had family members who had vehicles big enough to move pieces of furniture like chairs and tables. He would look into it.

Fetch Archives at Vision PK

Follow up on transport for furniture from Vision PK

JM to

	<p>JM shared good news about Grant and Isla getting access to a new flat and finally sorting out the care package they require. JM will visit them soon to discuss it and also to keep Grant updated with what is happening at CILPK.</p> <p>Flood Gates NS said that during the severe weather we have had over the weekend (October 7th & 8th 2023) the council had not closed the floodgates in time. This led to bad flooding damage which could have been avoided. CGM shared that the notifications/messages on her phone which were meant to alert her that the floodgates had closed did not work again and that this is an ongoing challenge for people with a disability. JM to raise with David McPhee in the Equalities team to seek support to try and find a resolution. NS felt that communications in many councils across Scotland could be improved to better support disabled people.</p> <p>Keep Safe JM spoke about the funding applications she had submitted in the last two months (August and September). JM told the group that two applications had unfortunately been rejected. However, the lottery had got back to her and was seeking additional information which looked positive. JM needed statistics and evidence of the impact of Keep safe to demonstrate the importance of the Keep Safe Scheme to convince the lottery to give CILPK the funding. JM shared that as a small organisation, CILPK did not have enough resources or information gathered to give a good impact report but she would try her best to communicate it. JM had contacted I Am Me and would share CILPK's Keep Safe video to help convey the importance of the Keep Safe Scheme.</p>	<p>visit GH</p> <p>JM to contact DMcP</p> <p>JM to bring up at the next Equalities meeting</p> <p>JM to contact lamme to get this information</p>
Item 5	<p>AGM Preparation JM stated that the AGM is scheduled for November 1st at 11:30am. The starting time for the meeting on Zoom will be at 12:00pm. Time for refreshments will be at 11:30am for those attending in person.</p>	<p>Invite formal contacts & partners</p>
Item 6	<p>Memos and Articles review and adoption JM stated that the Memorandum and articles document had to be sent out to members at least 2 weeks before the AGM. JM proposed to have a vote at the AGM on the changes made to the constitution. CGM requested an audio and easy read version to be fully inclusive to everyone. JM agreed that it would be ideal however there was a time constraint to consider.</p>	<p>Send out the Memos & article document</p>

<p>JM suggested having voting cards with YES/NO during the AGM for votes. NS suggested saving the Zoom chat and keeping an eye on people attending online for the votes or any questions. AL and EC would follow and keep track of Zoom and the chat for online responses and reactions on the day of our AGM.</p> <p>Trustees considered and discussed the Memorandum and articles document.</p> <p>Definitions- meanings (Term) Everyone present agreed to define “Term” to represent the length of time a Trustee can serve as a Board member as 3 years.</p> <p>Definitions (1) Everyone present agreed to use gender neutral terms and words to be fully inclusive.</p> <p>Memberships Subscriptions & General meetings Everyone present agreed there should be a membership fee. NS felt that a subscription fee was essential. JM suggested offering a proposal at the AGM to decide on the membership fee amount as an individual member and associate member. The amount to be levied could be discussed at the members meeting following the AGM.</p> <p>Appointment of Trustees</p> <p>Composition of the Board & Co-opted Trustees The group agreed with the composition of the board and the existing clause around cooption.</p> <p>Elected Trustees Everyone present agreed on a break of 1 year instead of 3 years for re-election of trustees back to the Board.</p> <p>Retiral of Trustees and Personal Interests JM and NS would like to rework the document’s wording for the Retiral of Trustees and Personal Interests section. NS suggested working with CGM as well to improve the document’s wording.</p> <p>CGM requested an audio version of the Memorandum and Articles document with captions.</p> <p>JM stated that with the time constraints an easy read version might be too challenging to complete on time.</p> <p>JM suggested sending out the original Memorandum and Articles document as well as the amended document together to our</p>	<p>Vote cards for the AGM</p> <p>NS & JM to meet to work on wording of document</p>
---	---

	members. Everyone present agreed this was a good idea.	
Item 7	<p>Election of Trustees and review of roles NS and EC would like to be elected at the AGM this year (November 1st 2023). DI agreed to stay on the board as a Trustee. DB would like to step down as treasurer trustee and would like to stay on as a member of CILPK.</p> <p>JM proposed that we promote and recruit for a treasurer trustee before the AGM. CGM agreed to remain chairperson of CILPK. She would like NS to be elected as vice chairperson. NS agreed to take the role of vice chairperson at the AGM if she gets voted in.</p> <p>JM suggested having a proposal at the AGM in November to have NS as Vice chairperson. EC would be prepared to consider the treasurer position once he had more information about what would be involved. It would still need to be opened up to the membership as well.</p>	JM to create recruit post for the treasurer & trustee position
Item 8	<p>Staff recruitment JM would like to recruit for a Mat leave admin to replace AL during Maternity leave as soon as possible</p> <p>JM and NS would like to have a meeting with AL next week (17th October) to discuss maternity leave details.</p>	Set up meeting with AL (JM & NS)
Item 9	<p>AOB Accounts JM reminded the group that Paterson & Boyd are currently our accountants and provide an independent review of our accounts annually – and asked if the group agreed for them to do this for a further year. Everyone agreed to have Paterson & Boyd for another year.</p> <p>NS shared concerns on CILPK’s income. She would like to meet with EC to find solutions on how to fundraise and bring in more income for the organisation.</p> <p>CGM suggested improving CILPK’s communications when advertising for member recruitment.</p> <p>NS and EC suggested setting up activities to increase CILPK’s income. (Open doors to raise awareness and recruit more members)- NS suggested going to multiple venues across Perth and Kinross to meet local communities and to encourage disabled people to get involved.</p> <p>JM asked if everyone was satisfied with the current draft account document. NS would like to have it re-sent, she noticed that some pages seem to be missing.</p>	<p>NS & EC to discuss fundraising ideas</p> <p>Send draft account</p>

	<p>JM mentioned how in the past member's meetings we discussed setting up a race night. JM suggested having a race night for Christmas but noted time may be short now to organise it.</p> <p>CGM would like CILPK to collect some warm bags from the Library to hand out to our members meeting in winter.</p>	<p>document to NS</p> <p>Contact Anna to have some warm bags for members</p>
	<p>Date of next meeting: AGM - 1st November @ 11.30am Venue: Gateway Centre (Hybrid)</p> <p>Date of next Trustee meeting: 8th November @ 11.30am Venue: Gateway Centre (Hybrid)</p>	