



Meeting of Board of Trustees 8 February 2025 : 10am

Minutes

Present: Nine members plus guest

Apologies: One member

1. Election of Chair (DH)

Nick Simpson. Proposed by DH, Seconded by EL All agreed

2. Welcome (Chair). Nick told the meeting that he did not see the board structure as being a hierarchy and is keen to see everyone feeling equally valued. Minutes of Board meetings will be written by BB and will be circulated to all members after NS approval and it would be assumed that minutes are accepted as a true record if there were no queries after 7 days of circulation.

3. Elections (Chair)

a. Secretary Bob Bull. Proposed by NS, Seconded by AS. All agreed

b. Treasurer Marco Baglioni. Proposed by NS, Seconded by DH. All agreed

4. Minutes of AGM (GP/BB) No minutes available yet

5. Definition of roles & duties (NS/BB)

a. Chair

b. Secretary

c. Treasurer

The main change is that the Treasurer will become the contact with OSCR. The Chair and secretary agreed to compile a list of duties.

6. Status of bank account and signatories (MB/AG). Currently the bank account for the SCIO is not in place, and AG and previous board members will have to complete the process of opening the account.

7. Allocation of Board posts and duties (NS)

Discussion produced a list of roles, which, when finalised will be placed on the website and Club notice board.

KB agreed to be Assistant Treasurer

EL agreed to be Assistant Secretary

A Deputy for Chair would be appointed as required in the absence of the Chair.

8. Communications between Trustees inc. Board meetings (NS)

- a) NS asked that all communication about existing topics should be by email, copied to all, and that new topics should be addressed to the secretary who would discuss with Chair as to whether the matter was appropriate for adding to a meeting agenda
- b) It was also suggested that HWC email addresses should be set up for the officer posts
- c) There was a discussion about data held and data protection requirements. BB agreed to draft a data protection statement.
- d) It was agreed that working groups could set up WhatsApp Groups.

9. 2025 Programme (NS)

There is a draft programme until May. This was discussed and some minor amendments made. NS suggests setting up a sub group to develop the programme. SD and DH were happy to join NS for this. NS was keen that the programme should include fun activities, and one suggestion was to run some team turning competitions.

10. Safety and risk assessments (KB /NS).

KB had suspended the process whilst establishing the SCIO. He was now happy to continue with this and bring some things to the April meeting.

11. Future of HWC social media & Website communications.

There was a lengthy discussion about the role of the website and social media for communication with members and the wider community. No one on the committee felt particularly skilled in these media, and felt that we should try to arrange a meeting with AM and PM with a view to trying to plan how we should use them. Currently AM was the only person who has access to upload stuff, and he would continue to do so in a limited way until the end of March. NS would set up a working group and invite members to join it. It was

suggested that we asked the wider membership at some club evenings if there was any interest in some help with this.

12. Housekeeping within clubhouse inc. refreshments. What actions will we take.

There was a discussion about an ongoing situation of increasing clutter and non-used items in the small room. Many items need to be disposed, so the room could be reorganised to make more space.. It was agreed that HWC members should be asked if they were interested in taking any of these items. BC, AS and SD then agreed to help with this and take any things for recycling / disposal. We then felt it would be good to arrange occasional Saturday work parties to do some “edges and corners” cleaning. BC agreed to co-ordinate. NS also felt that we needed to pay more attention to the toilet area.

It was also agreed that tea and coffee should be available without charge to members. Collecting money for this was becoming increasingly difficult with fewer people carrying cash. We could consider taking a 15 minute tea break in a practical evening. This would also facilitate a more sociable atmosphere on Club nights.

13. AOCB

- Wood turning blanks:

AS offered to help any new members with some wood pieces he has been collecting  
NS asked that we should get better quality wood blanks for instruction and people to learn on. AS and BC would do this as part of their “ consumables” role

- Use of equipment outwith Club nights

Do we consider allowing people to use lathes etc. outside of club night?. This would need to be a future agenda item.

- Defibrillator

NS asked if we needed further training for the defibrillator. It was proposed that we share the link from the manufacturers training video with all the members by email (BB to do). We considered buying a spare set of pads, though with an expiry date, we felt it was not money well spent and we should find out the delivery time for new pads should we need them.

14. Date & Time next meeting: Thursday 3 April HWC Clubhouse 5.30 pm