

Inaugural General Meeting of The Friends of The Black Watch Castle and Museum

Thursday 9th September 2010

Present:

James Watt (JW)
Philip Halford-MacLeod (APL)
Alfie Iannetta (AI)
Sarah Riddell-Webster (SRW) (Chair)
Emma Halford-Forbes (EHF) (Minutes)

1. Constitution

1.1 Draft

The lawyer made the changes to the constitution as per conversations since last meeting. Constitution is ready for approval.
AI to distribute Constitution electronically following meeting.

1.2 Trustees

AI is Ex-Officio as Chief Executive.
APL, JW and SRW were nominated as initial Trustees.

1.3 Approval

Motion to approve constitution.

Proposed: SRW
Seconded: JW

Passed by unanimous vote.

1.4 Committee positions

Chair

SRW to be Chair.
Proposed AI
Seconded APL

Secretary

Leonor Blackhall (LB) to be secretary.
Proposed: JW
Seconded: APL

Treasurer

JW to be Treasurer.
Proposer: SRW
Seconded: APL

All positions elected by unanimous vote.

Constitution was signed by Trustees.

Major RJW Proctor to be asked to next meeting, with a view to his being voted on as member of Committee.

ACTION: AI to liaise with Major Proctor.

1.5

OSCR

An application will be made for charitable status of the Friends. AI is to be main contact and to sign form.

1.6

Inland revenue

An application is to be completed and to be authorised by JW, who will be main contact. He will arrange completion and appropriate signatures.

2.

Declaration by Charitable Trustees

To be completed and signed by four Trustees.

3.

Bank Account

The Friends bank account will be with Royal Bank of Scotland. The type of account will be a Treasurer's account. Relevant forms where signed by Trustees.

There will be five signatories: AI, LB, SRW, JW and APL.

Conditions to be arranged with bank re signatories:

Up to £500, any two can sign.

Over £500 signatories must be two Trustees.

4.

President

David Noble suggested that Sir Alistair Irwin to be asked to be President. Meeting agreed.

Action: SR-W will contact Sir Irwin to ask if he would accept role as President.

5.

Leaflet

Design agreed. Before going to print must have image of Castle replaced with new image of Castle with blinds up (!).

EHF reported she had made contact with Saint re branding and its inclusion in the Friends branding. No reply received. Agreement made that Saint branding not suitable for Friends brand.

6.

Launch date

Agreed as Thursday 28th October 2010

7.

Management of membership

Letterhead:

ACTION: LB to create a couple of version for distribution and comment.

Joining:

Discussion around practicalities of how someone will join.

JW suggested a dry run of members joining – Trustees, Committee and Castle staff.

Printer and suitable ink to be ordered. Paper with badge to be ordered.

Issue around the fact the Friends are not a registered charity yet. AI to ask lawyer how long it will take for charitable status to come through, and what can be done in interim (i.e. will we lose gift aid on fees paid before charitable status comes though).

Update on Appeal to be sent out soon – and Friends leaflet to be sent out at that time.

How person will join:

Fill out form

Returned to Secretary of Friends

Processed by LB

Details to database

Cheque to bank

Letter (with membership card) sent out

Flag on database re renewal of membership, so letter can be sent out

ACTION: LB to contact Alison re adding new section to database for Friends

ACTION: LB to purchase printer, ink and stationery.

ACTION: EHF to make sure friends@theblackwatch.co.uk is forwarded to LB

EPOS till to be set up to accept payment for Friends memberships by cash, Debit or Credit card.

Discussion re monitoring of Standing Order payments.

ACTION: letter to be drafted re default on payment of SO.

ACTION: liaise with RBS how we can monitor SO payments to flag up members who default on payment.

8.

Merchandise

Pin:

£1.80 version approved.

Tie:

LB to confirm design with supplier. Initial order of 100 ties to be placed.

Corsage:

LB to pursue Friends corsage with Cadadh.

Merchandise being sold through Shop, but only to Friends (membership number to be confirmed during purchase).

9.

Marketing

Red Hackle magazine:

Article in October 2010 issue.

ACTION: APL to lead on this.

Mailing lists:

Leaflet to go out to Appeal mailing list in November.

SRW suggested writing to the group who do not support the Appeal, but attend the cocktail party.

ACTION: SRW to draft letter and collate mailing list in New Year.

Honorary Friends:

Previous discussion had suggested Provosts be Honorary Friends ex-officio. Further suggestion is to invite Lord Lieutenants.

Discussion around volunteers with exceptional service to be invited.

Press:

To be discussed at next meeting.

10.

Calendar of events

Discussion about calendar of events.

EHF spoke about the Museum Winter Lecture series. Friends will pay ticket price, and members of the public will pay admission fee on top of ticket price.

Suggestions for annual events:

Spring Lecture

Summer Cocktail Party

Autumn Lecture

Winter Social – mulled wine, mince pies, plus an opportunity to do Christmas Shopping.

11.

Cocktail party management

Discussion around Friends Cocktail party for 2011.

It was agreed that:

The event must be successful.

Sir A is to be the figurehead – if he agrees to accept role as president

The event needs to extend its reach and be different.

Date for cocktail party is set for Thursday 22nd July 2011.

12.

AOB

None noted

13.

Date of next meeting

Wednesday 29th September 2010 @ 10.00-12.00hrs, Ante Room, Balhousie Castle