

Minutes of the EDAS Board Meeting held on 11 May 2010 at the Western Club, Glasgow

Present: Brian Patterson (Chair), Anne Brooks, Carron Garmory, Jillian Moffat

Apologies: Irene Bell, Ian Davison Porter, Alan McGregor, Anne Meikle, Ian Page, David Roberts, Geoff Robson, Alistair Shaw, Taylor Stewart

In Attendance: Elaine Bone, Yvonne Prager

1. Minutes of Last Meeting and Matters Arising

The minutes of the last meeting held on 22 February 2010 were approved. Any matters arising will be covered in the agenda.

2. Finance and Bank Accounts

CG reported on the financial reports which had been circulated prior to the meeting, one for the financial year to 31 March 2010 and the other being a budget for the new financial year to 31 March 2011. The accompanying finance paper highlighted a deficit of £5,261 at 31 March 2010. However, this is a positive result based on the budgeted deficit of £14,441. (An amended copy of the spreadsheet to March 2010 is attached - please disregard the previous version which contained an error).

CG highlighted that although it had been a difficult year in terms of attracting and maintaining new members, it was the first time in recent years that the accounts had shown a deficit. Overall membership fees reduced from £20,320 in 2008/09 to £14,490 in 2009/10.

Expenditure was reduced by £19,414 in relation to the conference and underspend on future projects from reserves.

Reserves would be expected to reduce by the deficit amount to a balance of £102,531.

With regard to the predictions for the new financial year, income from membership fees and events has been reduced by 20%. Predicted income is £55,615 and expenditure £59,900.

It was agreed that we must be vigilant in keeping costs to a minimum. For example, using Board member meeting spaces for Board meetings when feasible. The parliamentary briefings service is a substantial item and must be monitored and reviewed to gauge impact and value to EDAS in its purpose of retaining and attracting members.

YP reported that a high interest account has now been opened at the Royal Bank of Scotland and that £80,000 would shortly be transferred as agreed by CG.

CG recommended that the Board accept the deficit budget with the basis of converting it to a breakeven situation and bearing in mind the strong reserves in the bank.

3. Membership Update

EB reported on the membership report, highlighting the list of members who had not renewed or been removed from the list.

Members would shortly be receiving a membership pack reminding them of the full list of benefits and services they have access to and including the new EDAS memory stick.

It was agreed this was a good exercise and one that should continue. Members could be emailed ahead of their renewal date to remind them of the benefits.

(CG apologised for having to leave the meeting early.)

JM will shortly be meeting with Lloyds Bank and will encourage them to become members. EB suggested Stephen Boyle at RBS may be receptive following his recent involvement in EDAS events. Board members are encouraged to mention EDAS to personal contacts and pass leads to EB.

In addition, members and non members were being invited to attend social events free of charge. For example, the Inverness social networking drinks reception and the evening with Carol Craig were very well received.

The members' survey will be done once the packs reach members and some of the new benefits have time to bed in so their value can be assessed.

EB had a productive meeting with new corporate member, Skills Development Scotland. They are very keen to run partner events and use EDAS to disseminate information on their projects and publications.

4. Progress against Action Plan

(i) Membership Services Group

Activities had been covered in point 3. Non member/member social events must now be developed for the autumn/winter season – this will be picked up at the next sub group meeting.

EB suggested the members are listed with hyperlink to their website on the Joining area of the website. Endorsements could also be listed. This was agreed.

(ii) Policy and International Group

The group had responded to the Scottish Parliament inquiry into the public sector support for exporters, international trade and attraction of inward investment.

Parliamentary briefings are ongoing and will be subject to review early summer.

CPG on Skills and on Economy were attended by IB/AM and IP respectively.

The international area of the website is now live and we will begin populating this in consultation with key organisations.

Those present discussed other options for the website such as general news items, more publications, events, etc. JM suggested a link to the SCDI website.

Iain Duncan Smith MP has been invited to attend the youth unemployment event as it is a UK matter.

(iii) CPD Group

EB reported that 30 delegates had attended the Euro event in Inverness, followed by a very successful social networking evening.

The Introduction to Economic Development course in March had reduced attendance at 8 but broke even. The evaluations received were positive.

The Board agreed that a one day refresher course should be looked into.

JM suggested speaking to Bill McGrath at SE regarding the course which could be included in their staff development plan.

It was agreed that we should highlight that the course and our seminars could count towards CPD points.

The seminar, *Return on Investment* is scheduled to take place on 26 May. However, at this point, only 8 delegates have registered. It was agreed that the minimum numbers should be 20 and that a decision on whether or not it goes ahead should be made at least 7 days before the event.

The programme is being completed for the seminar on Youth Unemployment, scheduled for 25 June

The evening with Carol Craig had been very successful with excellent feedback and Carol appeared keen to do further joint projects with EDAS.

The interest in the Members' dinners was poor. EB reported that the date for the Glasgow dinner had been rescheduled for 17 June at the City Merchant. The Board discussed the possibility of inviting a speaker in order to attract members to future events and possibly charging a small fee to attend.

5. Any Other Business

CG had asked if any Board members could offer the use of a meeting room free of charge. JM said she would check availability of a room at SE Bellshill for the November meeting.

EB reminded the Board that a meeting has been arranged with John McManus to update the Action Plan to be held immediately following the Board meeting on 17 August. BP gave his apologies for both that and the Board meeting.

EB said she would be arranging further meetings of the Sub Groups and developing a Conference Group.

6. Date of Next Meeting

The next meeting will be held on Tuesday, 17 August 1-2 pm at the Western Club, Glasgow to be immediately followed by a meeting with John McManus as mentioned above.