

Moray Duke of Edinburgh's Award Committee

Minutes of Meeting

Date, Time and Venue: 26th September at 7pm via Microsoft Teams

Chair: Derek Thomson

Present: Janis Thomson, Fiona Herd, Chris Gransden, Douglas Bourke, Karen Delaney, Vince Stuart

Apologies: Harry Stag, Jackie Hay, Andy Greenhalgh, Ivonne Iser

Minutes: Emma Tunnard (Secretary)

1.	Welcome and Apologies
	The chair welcomed everyone to the meeting and apologies were noted.
2.	Minutes of Previous Meeting
	The minutes of the previous meeting were approved unanimously with no amendments.
3.	Matters Arising
	<p><u>Funding Applications' Outcomes</u></p> <p>Janis reported that:</p> <ul style="list-style-type: none">• £500 had been received from Scotmid. There was £369 available for a gazebo. House of tents had a suitable one. It was agreed that details of the gazebo would be forwarded to Chris and Andy for review; and• £7,534 had been received from Awards for All. This is to be restricted for training courses going forward. <p>Chris asked whether the committee would consider purchasing vouchers from Outfit Moray, to cover the cost of first-aid sessions so volunteers don't need to be out of pocket. £133 is the cost of each voucher; it was suggested 10 vouchers be pre-bought, giving a total of £1,330. Douglas suggested that a spreadsheet could be kept to keep accounts up to date. Chris confirmed they would work closely with Outfit Moray on this.</p> <p>It was unanimously agreed that the committee was happy to pre-purchase these vouchers.</p>

Constitution – discussion on proposed amendments

Paragraph	Comment	Amendment Agreed?
7a	Add 5 voting ordinary members to broaden the base. Ensuring that uniformed and non-school units have a voice and representation	Agreed, though will need to check with Moray Council regarding voting rights of employees.
7c	Amalgamate Events, Publicity and Fundraising Officers' roles	Agreed
8	Amend quorum requirement to specify minimum of three trustees plus two others (ordinary members: group leaders, trustees or volunteers)	Agreed
8	Consider separating this paragraph so that AGM, general meetings and special meetings each have their paragraph with more detail, including what information is already within para 8, plus: <ul style="list-style-type: none"> - Quorum - Notice periods Reporting (especially what reports included at AGM)	Agreed
10	Dissolution clause should have a comment reflecting the restricted funds and allocating them to where the legacy will continue.	Agreed Agreed

		Consider also including that the charitable organisation will be agreed upon at the meeting which agrees the dissolution.	
	NA	Consider a paragraph on rules of procedure of meetings, specifically with regards to decision-making. Will decisions be a simple majority of members present at the meeting? If no consensus can be reached, consider giving chair the casting vote.	Agreed
	NA	Consider including a paragraph on finance: <ul style="list-style-type: none"> - Signatories - Role of treasurer - Remit of money held by the committee 	Agreed
	NA	Alterations to the constitution – these could be made at AGM or an EGM? Also, should there be a requirement to review the constitution every 3 years?	Agreed Agreed to review every two years
ACTION	<p>Janis to share details of gazebo with Andy and Chris.</p> <p>Chris to liaise with Outfit Moray about the first aid vouchers and to check with Moray Council re voting rights of council employees.</p> <p>Emma to amend constitution and circulate for review.</p>		
4.	Treasurer's Report		

Douglas reported back with the following figures:

opening bank balance 21,904.17 as at 1/1/22

closing bank balance 28,470.18 as at 1/9/22

He noted there was a 1p difference between the balance totals and would look into this further.

There were four outstanding outgoing cheques: two were cheques dating back to July. Chris confirmed all cheques had been posted/handed over to the payees.

It was noted that the £7,534 from Awards for All would be restricted funds, for the sole purpose of paying for training courses going forward.

5. Participation Report

Chris reported back with the following:

Course Title	Numbers Required	Cost per Person	Totals	Comments
Outdoor First Aid Training Course (16hr).	20	£130 (O utfit Moray)	£2600	Harry Stagg, Peter Miller, Jackie Hay, Gareth Wignall all completed First Aid Training in 2022 and have had course fees paid. Donna Hendry completed her FA course which was paid for by Cairngorm NP. Following need a course update: 6 existing Volunteers need an update in 2022 or early 2023 Buckie High, Elgin High and Forres Academy have a large number

					of teacher volunteers we are encouraging to get a first aid qualification before the next exped season.
DofE Expedition Skills Course	6	£150	£900		7 people completed a DES course in March 2022 (Jackie Hay, Ben Davenport, Andrew Morrison, Victoria Goodwin, Alana MacDonald, Martin Muckle, Katy Harris). Invoiced to council, Fiona may present invoice to committee. New volunteers who have asked for a DES course are: Elodie Begou, Laura Keay
Lowland Leader	4	£120 Training £126 Assessment	£984		
Hill and Moorland Leader	4	£295 Training £295 Assessment	£2360		2 Volunteers currently working towards HML; Donna Hendry and Anna Birch.
Mountain Leader Reassessment	1	£100	£100		Katy Harris, Sppeyside High
Mountain Leader (Summer)	1	£295 Training £295 Assessment	£590		
<p>There are 634 participants – majority at bronze, 111 at silver and 50 at gold (20 legacy). There are less participants now due to the increased pressure on schools' ASN departments.</p>					

	<p>Vince asked about numbers and Chris confirmed it's half the number compared to pre-pandemic numbers. Completion rates have decreased, but pupils are coping with many things after Covid and schools are running at capacity. Comparatively, Moray's doing ok.</p> <p>Vince asked about the Open Award Centre? Fiona confirmed these projects are trying to open back up again.</p> <p>Janis asked whether there was a need to advertise for more exped personnel? Chris confirmed that'd be great.</p> <p>Fiona reported back with the following:</p> <p>Ivonne wasn't able to work as much over the summer months. Milnes High School is her main focus point. Has linked in well with Laura, the PE teacher, with more teachers being interested in potentially getting involved. It's going very well and Ivonne has made a proactive start. Will potentially need further funding in due course.</p> <p>Fiona also reported on DofE inclusion funds: there are 50 free participant places. The team is currently trying to build it into Pathways' groups in Moray schools. This is potentially a real development for youth work. The aim is to try to target young people who wouldn't ordinarily get involved with DofE.</p> <p>Karen reported back with the following:</p> <p>A thank you to everyone for their contribution to the stones project. The next legacy project will be 2026. It is hoped the plaque will be in place by the end of the year.</p>
6.	Other Reports
	None.
7.	Formal Funding Approvals
	Ivonne's first aid course was formally, unanimously approved.
8.	Funding Support Requests
	Ten pre-paid first aid vouchers were formally, unanimously approved.
9.	Questions and Suggestions

	<p>Fiona asked whether the committee would partially fund expeds that were in different formats to traditional expeds? It was acknowledged that different formats would likely increase cost. Outfit Moray has been approached and discussions with regards to costing were in progress. It was discussed and there was agreement that different formats would be welcomed and encouraged and, in principle, the committee could part fund expeds with details to be given on a case by case basis.</p> <p>Douglas requested contact details for those who should have sight of the committee's financials.</p> <p>Vince asked whether volunteers are on a mailing list to see if they're available for expeds? Chris confirmed they're being used as much as they can be.</p> <p>Fiona confirmed a presentation would be done to update everyone on the DofE strategy going forward. It was suggested that this be added to the agenda for the next meeting.</p>
ACTION	<p>Emma to send contact details to Douglas and add presentation to agenda for next meeting.</p> <p>Fiona to keep committee updated on different exped formats and costs.</p>
10.	Date of Next Committee Meeting
	5 th December at 7pm – EGM (at least 21 days' notice to be given, so that constitution can be formally approved)