

ERCS Board Meeting: Minutes of 8 October 2025, 7.15pm

Online following AGM

Present: Lloyd Austin - Chair (LA), Tom Ballantine (TB), Julie Christie - Treasurer (JC), Kevin Dunion (KG), Jim Jarvie (JJ), Deborah Long – Vice chair (DL), Grainne McGinn (GM), Jamie Whittle (JW).

Apologies: Pippa Scott (PS), Aedán Smith (AS).

In attendance: Shivali Fifield - Chief Officer & minutes (SF).

		Actions
1.	<p>Welcome and apologies</p> <p>Trustee Check-In Apologies were noted from Pippa Scott and Aedán Smith.</p> <p>AGM This short meeting was held directly after ERCS's virtual fifth AGM where Campbell Gemmell, Juliet Harris and Clare Symonds retired as trustees and Kevin Dunion, Grainne McGinn and Jamie Whittle were elected.</p> <p>Lloyd welcomed the new trustees and everyone went round in turn to introduce themselves.</p> <p>Trustees noted that the AGM went well with 39 attendees out of 204 members.</p>	<p>25/20: SF to organise inductions for JW and GM - to include time with Jack to go through SharePoint and Data Handling policy.</p> <p>25/21: SF to follow up with CG, JH, CS on becoming Associates and updating website.</p>
2.	<p>Governance</p> <p>Appointment of office bearers: Chair, Vice- chair, Treasurer</p> <p>The Board approved the following re-appointments of office bearers:</p> <ul style="list-style-type: none"> - Chair: Lloyd Austin - Vice-chair: Deborah Long - Treasurer: Julie Christie. 	<p>25/22: SF to add electing office bearers process to the Electing Trustees & Tenure Protocol.</p>



	<p>Shivali Fifield raised that at the last AGM, each office bearer was nominated by a trustee and then the Board elected each in turn. Tom Ballantine noted that it would be helpful to have the election process for office bearers formalised for future and Lloyd asked Shivali to add this to the Electing Trustees & Tenure Protocol.</p> <p>Lloyd formally thanked Julie and Deborah for their work as office bearers last year and how important but often invisible their input is to ERCS's success.</p> <p>Lloyd also reminded the trustees that he would be away next autumn and that he would welcome someone else taking the Chair role in future. The trustees thanked Lloyd for his continued work.</p>	
3.	<p>Annual report and financial statements for the period ended 31 March 2025 – approved</p> <p>Decision: Following the AGM where members were invited to consider ERCS's Independent examination of the accounts, the Board approved the report and financial statements.</p> <p>These will be uploaded on the website and notified to OSCR along with additional trustees' information now legally required under the Charities and Trustee Investment (Scotland) Act 2023 section 4 which amends the Charities and Trustee Investment (Scotland) Act 2005.</p>	<p>25/23: LA to sign accounts and return to auditors.</p> <p>25/24: SF to upload accounts and notify OSCR of additional trustees' information required.</p>
4.	<p>AOCB</p> <p>Trustees agreed for a small gift and card to be organised for Campbell, Juliet and Clare.</p> <p>There being no other business, the meeting closed at 7.30pm.</p>	<p>25/25: Jack to circulate new invitations for hybrid meetings with updated trustee SharePoint address list.</p>

These minutes were approved as an accurate record on 18 November 2025.



Signed by Lloyd Austin, Chair.