

Minutes of Emergency Meeting on 21<sup>st</sup> October 2010  
At Glendale Hall, Glendale.

Meeting opened at 5.30 pm.

Present: Ewan MacLay; Ann Bowes; Ann Blackford; Ian Blackford; Fay Thomson; Ian Whitehill; Natalie Bayfield; Ocean Graham; David Perry and Brian Smith

Apologies: None

1. Chair thanked all the Directors for their attendance at short notice.
2. The Nominations Committee had convened at 2pm this day to interview the candidates for the Project Officer. The interviews were attended by Eilidh Ross of HIE who are funding the post. Three candidates were interviewed and the Nominations Committee unanimously agreed to nominate Liff Pedersen for the post. This was moved by the Chair and 2<sup>nd</sup> by Ewan MacLay. The Board unanimously agreed with this. It had been a close call between two of the candidates but Liff had the greater experience. The position is to commence on 1<sup>st</sup> December 2010. The Chair is to write to Liff to formally offer her the post, and a thank you letter to the other two candidates interviewed.
3. The position of Project Officer will be based at Glendale Hall and arrangements were in hand with the Hall Committee to locate Liff in the office. Liff is employed by the Glendale Trust but has the ability to assist other organisations and community bodies based in Glendale. The division of Liff's time is to be agreed between HIE and the Glendale Trust. A computer will be sourced for Liff's use, together with a telephone line and broadband connection.
4. The Project Officer is to report monthly to the Board of the Glendale Trust with a report of her actions and developments. It was agreed to stipulate that the role is NOT as a point of first contact with the Highland Council or other bodies by individuals or groups seeking assistance with Community problems or local emergencies. A notice of the duties and responsibilities of Liff together with details of how to gain her assistance for a Community Project will be posted on the Hall Notice Board.
5. A press release confirming the appointment of the Project Officer will be drawn up by the Chair in due course.
6. The Constitution Committee held a meeting last Tuesday, 19<sup>th</sup> and a number of points were raised concerning our Constitution. Some are typographical and some require only minor clarification. The

committee will bring these points to the Board at the next meeting.  
It was agreed that typographical corrections could be made  
without the need to report them all to the Board.

Meeting ended at 6.06pm