



Board Meeting
 Thursday 31st January 2013 – 6.30pm
 Waukrigg Mill, Duke Street, Galashiels.TD1 1QD

Present: Lesley Birney, Marjorie Robson, Jackie McPhee, Lynn Ramage, Susan Smith

	Item	Action
1. Apologies	Leona Richardson, Dawn Armstrong, Raquel Lloyd Jones, Kirsty Stephens	
2. Minutes of Last meeting accuracy / matters arising	<p>Phone Contract Jackie to get in touch with Vodafone and organise a new contract. Look at possibility of keeping same number, Jackie to update paperwork, inform board, members etc. if number needs to change. Marjorie will contact O2 in writing to notify them of the termination of contract.</p> <p>Website Jackie to update website monthly following Board meeting where any changes will be discussed.</p> <p>Members Leaflets/information Members will be offered the opportunity to advertise their service (holiday information/flyers/leaflets etc.) Details will be kept in a folder at the Toy Library. Jackie to contact members to inform them of this opportunity.</p> <p>Recruitment of Volunteers/Board Members Agreed to create an information/induction pack describing roles for Board Members/Volunteers based on one produced by Volunteer Centre Borders. Susan happy to lead recruitment for new board members in partnership with members from the board. –</p>	<p>JM</p> <p>MR</p> <p>JM</p> <p>JM</p> <p>ALL</p>

Scottish Charity Number – SC027933

Scottish Company Number – SC395912

Waukrigg Mill, Duke Street, Galashiels, TD1 1QD
 Phone – 01896757338 or 07794767272

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	<p>Lesley volunteered to help. Other board members that were unable to attend the meeting are also invited to help. Advertisement for board members will be done through the Southern Reporter. We were awarded funding for this from the Childcare Partnership.</p> <p>Policies All board members to look at Policies and track changes on the documents. Amendments to get forwarded to Board and Jackie. All amendments should be completed and forwarded to Jackie within one week of the next Board Meeting.</p> <p>SBC Monitoring form Everyone shared feedback for the monitoring form which evidences the work of Play Borders. Jackie to make amendments and email to board for approval.</p> <p>Development Day The previous Development Day minutes should have included two main priorities for Play Borders-</p> <ul style="list-style-type: none"> • To build capacity of board members • Funding for a Development Worker 	<p>SS/LB</p> <p>ALL</p> <p>JM</p> <p>ALL</p>
<p>3. Finance & Grants</p>	<p>Finance Update Marjorie gave feedback on financial report and bank statement. (see attached) Finances were discussed</p> <p>Membership Jackie produced Play Borders update (see attached) Jackie to send membership reminder letter and membership form in April.</p> <p>Funding Marjorie submitted a funding form to Voluntary Action Fund. If successful in obtaining the funding it will get used in conjunction with funding received from the Healthy Living Network. We will know the conclusion of this application in 3 months.</p>	<p>JM</p>

	<p>AGM A date has been set for Play Borders AGM – Monday 15th April – Toy Library -7pm</p> <p>Shelves/hand towel dispensers Susan is going to forward Jackie the number for a handyman so the new shelves can get built for the Toy Library. Jackie to look into getting hand towel dispensers. They will also get fitted by the handyman.</p>	<p>ALL</p> <p>SS/JM</p> <p>JM</p>
4. Networking & open Nights	<p>Floorbooks There has been a huge demand for the Floorbooks Networking evening. An additional night has been offered. We are looking at running another evening in the Autumn. Jackie is taking names of people interested who can't attend the February and March sessions.</p> <p>Networking Session – upcycling Look into providing the session in June. See if the Scrap store can attend. Jackie to get in touch with John and see if he would like to provide materials for sale during the upcoming networking evenings.</p>	<p>JM</p> <p>JM</p>
5. Promotion	<p>Promotion Leona designing a poster. Play Borders are going to attend the SCMA Conference on Saturday 9th March. Marjorie is going to look into pricing of pens/business cards. Jackie will email leaflet to Board to proof read. Feedback needs to be sent back to Jackie within a week. Jackie to price getting leaflets printed.</p>	<p>Leona</p> <p>JM/LB</p> <p>MR</p> <p>JM/ALL</p> <p>JM</p>
6. PQASSO	<p>Next meeting on Monday 4th February 2013- 6.30pm PQASSO nights will continue on the first Monday of every month, 6.30pm at the Toy Library.</p>	<p>ALL</p>
7. Update of Meetings attended.	<p>Marjorie and Lesley informed all of meetings attended (see attachment)</p>	

8. Expense Sheets	Forward expenses to Marjorie or bring to next meeting.	ALL
9. A.O.C.B.	<p>Due to family commitments Lynn handed in her resignation as Chairperson. She has agreed to stay on the Board and attend meetings when she can. Lesley offered a vote of thanks for all the energy and hard work she brought to the role and Marjory echoed this saying she had pulled us through a time of great change and showed great professionalism throughout. Lesley agreed to be Chairperson until the AGM.</p> <p>Jackie has started creating a calendar to put on the website. Jackie will email board members a copy for feedback and amendments.</p> <p>We agreed Jackie will be off on Thursday 7th February and Monday 11th February for annual leave.</p> <p>Dates of future Board Meetings February-July 2013</p> <p>Monday 18th February Monday 18th March Monday 15th April Monday 20th May Monday 17th June Monday 15th July</p> <p>All meetings at 6.30pm</p>	<p>JM/ALL</p> <p>ALL</p>
10. Dates of next meeting	Monday 18th February– 6.30pm - Play Borders, Waukrigg Mill, Duke Street, Galashiels, TD1 1QD	ALL
	<p>Minutes approved Signed</p> <p>Date</p>	

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