

(DRAFT) MINUTES	
MEETING NAME	Seventh Annual Members' Meeting (AMM)
DATE & TIME	3 September 2020, 12:30-13:00
LOCATION	Zoom
CHAIR	Bruce Jackson
PAPERS	Notice & Agenda SCA Constitution and amendments Draft Previous Meeting Minutes (05.09.2019) Report & Financial Statements for the period 01.04.2019 to 31.03.2020

AMM 50	PRESENT			
50.1	Members Present			
	Member Name		Member Name	
	Rosie Al-Mulla	400	Claire Johnson	87
	Phil Astley	67	Paula Larkin	235
	Susan Beckley	50	Ishbel MacKinnon	131
	Jane Brown	166	Emma Maxwell	324
	Caroline Brown	96	Mary McHugh	165
	Anne Cameron	13	Janice Miller	90
	Liz Course	352	Lorraine Murray	210
	Lyn Crawford	133	Carol Parry	93
	Alison Diamond	58	Elise Ramsay	407
	Nessa Dundon	421	Linda Ramsay	3
	Heidi Egginton	393	Elizabeth Roads	85
	Lesley Ferguson	406	Alison Scott	27
	Elena Focardi	416	Samantha Smart	344
	Claire Gilmour	206	Sharon Smith	404
	Stephen Hall	359	Tessa Spencer	79
	Rachel Hart	2	Audrey Thomas-Hayes	260
	Ruth Honeybone	77	Sean Vis	265
	Heather Jack	396	Karyn Williamson	38
	Bruce Jackson	112		
50.2	Others in Attendance: Victoria Brown (Programmes & Development Manager, SCA) John Pelan (Director, SCA) Robert Wright (Communication & Operations Officer, SCA)			
AMM 51	WELCOME			
51.1	The Chair welcomed attendees to the Seventh AMM of the Scottish Council on Archives.			
51.2	Those present and eligible to vote were counted as 36 and the meeting was quorate.			
AMM 52	ELECTION OF TRUSTEES			
52.1	The Chair thanked Claire Johnson for her service to the board, as she stood down as a trustee.			
52.2	Caroline Brown and Elizabeth Roads were reappointed as trustees.			
AMM 53	DRAFT MINUTES OF PREVIOUS MEETING (05.09.2019)			
53.1	There were no amendments and no matters arising.			
53.2	The minutes of the Sixth AMM (05.09.2019) were proposed by Caroline Brown and seconded by Elizabeth Roads. They appear on the SCA website.			
AMM 54	REPORT BY THE CHAIR ON THE ACTIVITIES OF THE SCIO			

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54.1	<p>The Chair wished to formally thank the Members, Trustees and SCA Office for continuing to support the organisation.</p> <p>The Chair thanked the SCA staff for continuing to deliver the varied programme of events and programmes.</p> <p>The chair thanked both the Scottish Government and National Records of Scotland for their continued support.</p>
54.2	<p>The Chair referred to the Annual Report & Financial Statements for the period 01.04.2019 to 31.03.2020, a number of main activities were discussed as follows:</p> <p>Collecting Policy Framework</p> <p>A new Collecting Policy framework was launched at the SCA Annual Members' Meeting in September 2019. The purpose of the framework, which was developed in collaboration with a wide range of organisations, is to support and promote best practice in collecting, establish high-level outcomes and to ensure dialogue around collecting policies and activities remains open across the sector.</p> <p>Community Archives</p> <p>We delivered a very popular programme of 'first steps' training, in collaboration with National Records of Scotland, for groups across Scotland involved in managing and developing community archives.</p> <p>Preservation</p> <p>In collaboration with National Records of Scotland, we produced a new series of emergency planning guidance resources and templates, offering services a roadmap to developing emergency plans to suit their organisational circumstances. Planning Matters: Emergency Planning Guidance for Archives was launched in May 2020. SCA also secured financial support from NRS to contribute towards a new funding partnership with the National Manuscripts Conservation Trust. The new funding scheme launched in spring 2020, enabling Scottish archives and other eligible institutions to apply for a grant towards the cost of a manuscript conservation project.</p> <p>New Scottish Archives Portal</p> <p>After the successful delivery of a pilot project in 2019, we are now on track to build a new national portal which will improve access to archives collections across Scotland in 2020, working in collaboration with Jisc/Archives Hub. The portal will be known as YourScottishArchives.org.uk</p> <p>Education</p> <p>As part of our three-year Education Plan, we provided bespoke coaching support for eight services archive services across the country.</p> <p>Advocacy</p> <p>The second successful 'Why Archives Matter' conference titled 'Heritage, Memory, Identity', took place in Stirling in April 2019, with a focus on education, architecture, cultural heritage, archaeology, and genealogical research.</p>

AMM 55	REPORT OF THE INDEPENDENT FINANCIAL EXAMINER AND RECEIVING OF THE ANNUAL ACCOUNTS OF THE SCIO
55.1	It was confirmed that the Report & Financial Statements for the period 01.04.2019 to 31.03.2020 were approved by the Board of Trustees. Ahead of their formal submission to the Office of the Scottish Charity Regulator (OSCR), members were invited to raise any questions, but there were none. The accounts were thus accepted.
AMM 56	APPOINTMENT OF THE INDEPENDENT FINANCIAL EXAMINER
56.1	It was agreed to re-appoint Helen Lowe & Co. for the financial year 2020-21.
AMM 57	ANY OTHER COMPETENT BUSINESS
57.1	None.