

## **Record of SCLF Executive Committee Meeting December 2011**

### **Meeting Details**

6 December 2011, 1400-1600hrs, University of Strathclyde,  
Glasgow

### **Reason for meeting:**

Regular Executive Committee Meeting

### **1. Attendees:**

John Curran(Chair) (JC) Soilutions  
Dave Cooke (DC) Independent Consultant  
Andrew MacKenzie (AMK) ERS  
Roslyn MacIntosh (RM) Inverclyde Council  
Caroline Thornton SEPA (Observer)  
Harry Preston (HP) Stirling Council  
David Balmer WH Malcolm  
Michael McNaughton (MM) Clackmannanshire Council  
Alex Hardie (AH) Exova  
Alison McKay (AM) McKay Environmental – Skype link  
Janey Andrews (JA) University of Strathclyde (Observer)  
Dr. Christine Switzer (CS) University of Strathclyde (Observer)

### **Apologies:**

Paula Coopland (PC) Coopland Consultancy  
Zara Rostance (ZR) Atkins  
Bob Kalin University of Strathclyde (Observer)  
Kenneth Ross (KR) Brodies  
Hugh Flowers (HF) University of Glasgow (Observer)

### **2. Actions from previous meetings**

Previous executive committee meeting minutes (June 2011) were accepted as a true record.

The action statement from the June meeting was reviewed. Outstanding and new items;

AM agreed to forward spread sheet of member participation to the Exec by Christmas.  
Conference papers to remain on web site until the end of December 2011.

ZR to provide Exec with provisional dates for CLEA course. The course will only be run when sufficient attendees have confirmed bookings.

JA confirmed that the University of Strathclyde wished to continue their close relations with SCLF as they see the immense benefit gained to the students. They are pleased to offer free use of the rooms and conference facilities but cannot continue to provide free refreshments. The Exec thanked JA for all her support and agreed to pay for all refreshments here onwards. JA will forward the inline booking link for refreshments to AM.

JA asked if all room bookings could be made through CS.

AMK distributed the yearend balance sheet. See attached.

AMK expressed concern with the crossover of the Secretarial role and that of the Treasurer when sorting out payments from event delegates. AM and AMK to confirm to the Exec an agreed way forward at the next Exec meeting.

AMK to ask ERS's account manager to provide an audit of the accounts. The Exec agreed that this was a sensible approach to avoid added expense of employing an accountant as there is no legal requirement to have formal audited accounts.

**I'm just checking with Andrew to confirm this.**

CT to chase outstanding payment of SEPA's invoice.

CT advised that the PI's being developed by the Society of Chief EHO's were far wider than expected and that there was no longer any reason for SCLF to follow this up.

CT advised that the revised Brown Booklet will now be published in 2012. Date to be confirmed.

BK was tasked with speaking to University's IT department to see if there were any students who would like to edit and upload the video of the previous forum meeting as a way of gaining experience. Once done this will provide a mechanism for uploading videos of the next forum meetings and conferences. If the University has a media department should there be any students wishing to gain experience of producing the videos then SCLF would welcome their input. IT was agreed that the videos could be uploaded in clips due to their size.

PC to confirm the £10 vouchers were sent to the two competition entrants.

The Exec was unanimous that in line with the constitution AMK and KR would have to stand for re-election, however that a change to the constitution would be required as it did not make sense for the deputy chair to do so.

Three additional nominations for election on to the Exec were received by; Robin McKenzie, Donald Payne and Phil Amos.

*POST MEETING NOTE: The election was not held as there were no voting slips. It was agreed that an online vote would take place using Survey Monkey or similar tool before Christmas.*

Concern over the hourly rate for the role of organising events and the hours invoiced, in light of the non-invoiced work carried out by other Exec members, had been raised on occasions by several SCLF members to JC. JC stated that it was therefore his duty to raise these concerns to the Exec.

It was agreed that the Secretarial duties of the Exec and that for organising paid events has to be clearly defined. The Exec was unanimous, in that to continue to run successful events a payment had to be made for the additional work over and above that expected to be carried out by any other SCLF Exec member.

DC pointed out that the Exec had previously agreed to AM's formal submission for the paid role. JC commented that he had championed this role as it is a necessity to ensure events can be run successfully.

AM stated that she would step down from the paid role and proposed to submit a new formal proposal to the Exec for this service by Christmas.

JC agreed to ask the Forum if there were any others who wished to undertake this work and for them to submit a written proposal.

*Post meeting note. This offer will have to be advertised on the website and emailed out due to the lack of attendees at the event.*

AM proposed that the Exec look at ways of connecting and engaging with the membership.

MM agreed to produce a monthly newsletter.

JC agreed to ask the forum to contribute and to use the LinkedIn account.

AM to provide a list of previous Sponsors which will be passed between the event organising sub groups.

### **3 Financial Report**

See attached.

### **4 CLAG feedback**

CT reported that at the last meeting it appeared that none of the decision or concerns raised at the workshop in June had been taken on board by Francis Brewis (FB). The latest draft was a 'tartanised' version of the DEFRA document.

A general feel of disappointment was being felt by those involved in the group. Neil Ritchie who attended the meeting had appeared to sense the groups concerns and it is hoped that the outcomes from the workshop will be revisited by FB.

### **7 SEPA Update**

See above

### **8 LA Update**

Nothing to report.

### **10 Consultations**

EIC were due to issue an update of Scottish developments but nothing had been received.

### **11 AOCB**

It was agreed to hold an Exec meeting in late January to flesh out the forthcoming year's activities and responsibilities.

Meeting closed 1600hrs.

### **Dates for your diary**

2012 forum meetings:

- 6 March 2012
- 5 June 2012

2011/12 Executive meetings:

- Forum meetings preceded by an Executive Committee meeting (unless there is a seminar that day in which case alternative dates will be provided).

Conference

8<sup>th</sup> September 2011

Scottish Contaminated Land Forum 4

Executive Committee Meeting 7 June 2011

### **Action Statement**

#### **Ref Description Action By Due by**

Mar 2011/3.2 Audit of accounts to be carried out by JC's book keeper ASAP

Mar 2011/5.1 Get provisional dates for CLEA course and start booking process ZR ASAP

Mar 2010/9.4 Spreadsheet to be produced of member participation AM Before Christmas 2011

Dec 2011 – AM to organise an online vote for the Exec positions – before Christmas 2011.

*Minute prepared by Alison McKay*