

	<u>Action</u>
<p>1 <u>Attendees</u> Paula Coopland (Chair) (PC), Coopland Consultancy Sam Lord (SL), Soilutions Ltd Andrew MacKenzie (AM), ERS Kirstie Ogilvie (KO), East Dumbartonshire Council Donald Payne (DP), Fife Council Zara Rostance (ZR), Atkins</p> <p><u>Apologies</u> David Balmer, WH Malcolm John Curran, Soilutions Hazel Davidson, D.E.T.S. Hugh Flowers, Glasgow University Michael McNaughton, Clackmannanshire Council Caroline Thornton, SEPA</p>	
<p>2 <u>Actions from Previous Minute</u> Donald was to have contacted Colin Patterson, University of Strathclyde, to find out about using web conferencing over the university network. Carried. Donald was to obtain three quotes for website design. In the event only one replied and was expensive so other solutions are being suggested by Sam.</p> <p>Newsletters will be discussed at the March Exec meeting.</p> <p>Members of the executive committee are listed on the website: members are invited to contribute a biography, contact e-mail address and photo if desired. The committee is two members short and the call for nominations prior to and at the AGM did not attract enough nominees to fill all the vacancies: Andrew is to contact Phil Amos, who expressed an interest previously. Robin might also be persuaded to return. EGM to be called in March to formalise the appointment of new committee members.</p>	<p>DP</p> <p>DP / SL</p> <p>PC / MM</p> <p>ALL</p> <p>AM / DP</p>
<p>3 <u>Annual General Meeting</u> The Chair's report has been posted on the website. The Treasurer's report has been revised following receipt of monies from conference exhibitors. Andrew confirmed that exhibitors had not been invoiced, but that this is being rectified. He will provide an electronic version of the revised accounts. Paula to discuss the auditing of the accounts with John.</p>	<p>AM PC</p>
<p>4 <u>Office Bearers</u> Paula is to circulate the room bookings information, catering booking links and a flyer template to the committee members. Zara will then use the e-mail tool to circulate flyers to all forum members. Minute taking will be fulfilled in turns. Duties of committee members with regards the organisation of forum meetings and the conference will be as per the March 2012 committee agreement.</p>	<p>PC ZR ALL</p>
<p>5 <u>Programme for This Year</u> The possibility of reducing our year to a conference supported by newsletters was mooted but it was decided that forum meetings were essential to maintain momentum and that they were sufficiently well attended to justify continuation.</p>	

<p>The March meeting will be on Waste Management and Licensing with SEPA invited to provide an update on land remediation and mobile plant licensing (Action PC). This could be balanced with a local authority perspective (maybe ask Ros – action KO). Paula will fulfil Person 1; Kirstie Person 2.</p>	<p>PC KO</p>
<p>The June meeting will be on the subject of Human Health (Scottish reference doses) - Alison Searle to be invited to speak. Zara will lead (Person 1); Donald Person 2.</p>	<p>PC ZR / DP</p>
<p>The November meeting will be planned later in the year.</p>	
<p>6 <u>Conference Organisation</u> More work on organisation will be done at the March Exec meeting. There is a strong feeling that the room booking situation needs to be re-examined to give us a chance to promote the conference earlier in the year.</p>	
<p>7 <u>Training</u> A training proposal has been received from Alison McKay, (with support from Mary Harrison and Dave Cooke). For transparency, other training providers will be invited (via e-mail to members) for proposals also. Paula to update Alison on the current thinking.</p>	<p>PC</p>
<p>Other training opportunities include approaching, for example, LQM and similar organisations including CIRIA that offer courses down south to offer them a Scottish outlet. Donald and Zara are to compile a list and canvas interest.</p>	<p>DP / ZR</p>
<p>8 <u>Updates</u> SEPA: Caroline is to be invited to submit an update. LA: Donald and Michael are speaking at Brownfield Briefing on shared services CLAG: Andrew will attend as an individual; Zara may attend in Alison's place if Alison is unable to, or to represent SCLF in her own right.</p>	<p>PC ZR</p>
<p>9 <u>Any Other Business</u> There is an omission in the minute of the AGM: Harry was not thanked for his hard work organising the conference.</p>	<p>PC</p>
<p>Paula is to ask SEPA about the specific exemptions from the Groundwater Directive. There followed a discussion about landfill tax and SEPA's role under new devolved powers, especially in relation to enforcement.</p>	<p>PC</p>
<p>Zara was asked about membership administration and she explained about the problems of running two lists and the limitations of the Crush mail server. It would appear that a new website based on (largely) free web software called WordPress, MailChimp and EventBrite would solve many of our problems.</p>	

Date of next meeting: 5 March 2013, 2 PM, SETN Meeting Room