

	<u>Action</u>
<p>1 <u>Attendees</u> Phil Amos, ERS Ltd; Hazel Davidson, DETS; Paula Coopland (Chair), Coopland Consultancy; Kirstie Ogilvie, East Dumbartonshire Council; Donald Payne, Fife Council</p> <p><u>Apologies</u> John Curran, Soilutions; Sam Lord, Soilutions Ltd; Zara Rostance, Atkins Global; David Balmer, WH Malcolm</p>	
<p>2 <u>Actions from Previous Minute</u> The minutes from 15 January 2013 were agreed as being a true and accurate record.</p> <p>The committee approved expenditure on the relocation and redesign of the website by Dave Cummings in line with Sam's recent e-mail on the subject dated 22 February. Sam to pursue. It is intended that a blog should replace the newsletter now that Michael is unable to produce one for us. Iain Hall's presentation is to be obtained and uploaded to the SCLF website</p>	<p>SL ALL DP</p>
<p>3 <u>Annual General Meeting</u> It was agreed that there was no need to audit the accounts because they are fairly straightforward.</p>	
<p>4 <u>Office Bearers</u> Hugh Flowers has announced his intention to stand-down as an observer with immediate effect. His retirement and contribution to SCLF will be acknowledged at the forum meeting. Michael McNaughton has had to step down from the committee. His support and contribution was acknowledged. Phil Amos was welcomed to the committee – his appointment will be formally ratified at the EGM to be held immediately prior to the forum meeting. Zara was nominated as the new Deputy Chair. Donald was nominated as the Secretary.</p>	<p>PC</p>
<p>5 <u>Programme for This Year</u> The 4 June meeting will now be a visit to the laboratories of Exova Ltd at Hillington. Hazel has offered to provide a presentation on speciating metals and bio-availability. This might be complemented with a talk on WAC testing given by Exova staff or by Paula. Zara will be Person 1; Donald Person 2. Donald will confirm the presentation topic and the meeting date with the lab, and ask if the committee can meet on their premises beforehand.</p>	<p>HD PC ZR / DP DP</p>
<p>6 <u>Conference Organisation</u> It was decided to reduce the number of presentations slightly to allow for greater networking and poster-reading opportunities. Early room booking is essential and it was suggested that Richard Lord be approached for assistance with this (ZR). Possible themes include Commonwealth Games for half of the day. International speakers are to be encouraged. Delegate fee will increase to £60, but sponsorship will remain at £500. Person 1 (speakers and presentations) Donald; Person 2 (delegates and venue) Zara; Person 3 (sponsors) Phil and Hazel; Person 4 (IT) Sam. Hazel's expertise is welcomed as chair of the conference, holidays permitting. Conference to be held in September on a Tues, Wednes or Thurs.</p>	<p>DP / ZR PC / SL HD</p>

7 **Training**

Paula is to put out three or four suggestions for training on Survey Monkey.

PC

8 **Updates**

SEPA – Caroline has circulated an update

LA – Brownfield Briefing presentation was well received

CLAG – It is understood that another meeting is to be arranged soon.

Date of next meeting: Tuesday 4 June 2013, venue T.B.A.