

# Scottish Local History Forum

Scottish Charity Number: SCO 15850

## MINUTES OF ANNUAL GENERAL MEETING

Trades Hall, Glasgow

31st OCTOBER – 2013

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### Present

John Irvine (Hon Chair)  
Eric Graham (Hon Treasurer)  
Jan Bateman (Hon Secretary)  
Don Martin (Hon Vice Chair & Publications Board Chair)  
Finlay McKichan (Trustee: Governance)  
Diana Webster (Trustee: Events)  
Douglas Lockhart (Trustee: Journal Sales)

Martin Allan  
John Anderson  
Jack Archibald  
Paul Archibald  
Jean Barclay  
Robert Beck  
Jim Beck  
Janet Beveridge  
James Boyd  
James Brown  
Moirra Brown  
Claire Cabrie  
Helen Cargill–Thompson  
Jophn Cevcey  
Graham Clark  
Dan Coughlan  
Graeme Cruickshank  
Lyn Deans  
George Dixon  
Munro Dunn  
Joan Dunnett  
Georgina Fisher  
Lorraine Flemming  
Olive Geddes  
Barbara Graham  
Jane Harris  
Peter Hoad  
Ian Holland  
Ewen Jardine  
Mrs J Keen  
Helena Koumbouzis  
Dorothy Kidd  
Anthony Lewis

Helen Matthews  
Margeret McGarry  
Jenny McGhie  
Iain McIntosh  
Rosalind McMeekin  
Jean Mackenzie  
Bill Morrison  
Jean Munro  
Andrew Nicholl  
Alison Robb  
Judith Russell  
Jennifer Scarce  
Robin Sharp  
Eric Simpson  
Kate Smith  
Elizabeth Smith  
Edward Stewart  
Mrs J Sword  
Naomi Tarrant  
Helen Walker  
Mrs F R Wallace  
Laura Watson  
Pat Watson  
Valerie Weighill  
Helen Williams  
Denise Williams

**Apologies**

David Affleck  
Nanette Anderson  
Stephen Bunyan  
Seamus Coleman  
Linda Clark  
Andrew Eadie  
Joan Pilling  
Edwina Proudfoot  
Iona Roberts  
Marion Stavert  
Cath Ward  
Iain Whyte

## **Minutes of Last Meeting**

Proposed: Edward Stewart

Seconded: Helena Koumbouzis

## **Annual Report – John Irvine (Hon Chair)**

I must begin by extending my thanks to the Editorial Team for their splendid efforts in continuing the Forum's Journal in its new format which has been complimented by many of our members. In 2013 we have issued journals in the Spring and Autumn with another to follow at the end of the year. We have managed to sell 3 pages of full colour advertising from appropriate organisations for each journal during 2013 – this met our target and helps fund the improved Journal and other initiatives such as the website redevelopment.

I must also thank Diana Webster for her skills and the considerable effort involved in arranging the Forum's conferences during 2013. The 2012 Conference was held in the Souter Suite, AK Bell, Perth. The subjects being various aspects of the Poor in Scotland. This was an outstanding success with a full attendance. The 2013 Spring workshop and talks, held in Kinghorn, and titled "Salt, Sun and Shivering" had an excellent turnout despite it not being seaside weather on the day. It gave those that did turn out the opportunity to circulate and interact with fellow members.

Eric Graham & Jan Bateman are also doing an excellent job as treasurer and secretary respectively. Our finances are in excellent shape and we ended the financial year (31<sup>st</sup> July) with a further increase in revenue of £14,168 (compared to £12,425 in 2012 – itself a significant increase from the year before) and our tight control of expenditure led to a slight reduction to £10,265 (compared to £11,494 in 2012). The result is a further improvement to the bank balance at the end of the financial year which allows us to embark upon projects such as the website redevelopment (see below).

Douglas Lockhart has been a great asset helping recruit new members and selling back numbers of our journal. We have attended new events to promote the Forum: including history fayres and fayres of sister organisations. Sales of publications to non members (at retail price of £6) improves our visibility and hopefully encourages the reader to join us (we include membership leaflets in all Journals) and we have been heartened by the take-up by the various select organisations (such as National Library of Scotland, National Galleries of Scotland etc) with whom we have retail arrangements. We also now have a standard powerpoint presentation which can be used to promote the Forum. Due to these combined efforts our membership, even in these difficult times, has risen slightly.

Finlay McKichan has kept a careful watching brief on governance matters, being instrumental in organising, setting up the Advisory Committee (AC) which first met in November 2012. The AC consists of representatives of member

organisations and is designed to facilitate consultation by the Trustees and to ensure that the Forum reflects the needs of this important element of its membership. More members of the Advisory Committee are sought. Meetings are held approximately every six months in Edinburgh.

As we are well aware the sources of revenue for such a small Forum such as ourselves are fairly limited. In addition to continuing our strict control of costs, we continue to promote advertising the Journal and we hope to increase the number of outlets for retail sales of the Journal by one or two in the coming year. The Trustees have also agreed to seek appropriate sponsors for the conference in future years. We also intend to hold smaller focused workshops in different areas of the country in collaboration with appropriate organisations, such as local member societies and museums.

One of our main focus for the coming year is the need to continue to improve our visibility and to increase membership. We plan to place promotional type articles in other publications. Some of those being considered are:

- The Scots Magazine
- Scots in London Website
- Scottish Presidents Association Newsletter
- The Highlander (an American publication)
- Family History Societies' journals.

Perhaps our biggest initiative for the coming year is the long overdue total professional redevelopment of our website. This is the main public face of the Forum and will be key to attracting new members – particularly of the younger generation. Events of both the Forum and of members will be advertised on the new website and eventually it will also allow online booking of conference places and ordering of back copies of the Journal. An index of all articles published in the Journals will be available online to stimulate interest (plus some extracts to whet appetites), as will (eventually) other research resources for members and links to other relevant organisations and organisational members' websites. Eventually we plan to have the facility for members to read the Journal online if they wish.

We also plan to have a targeted push to relevant organisations to join the Forum. In particular we are keen to increase participation from academic institutions. We also plan to launch better links with schools to get local history higher profile at grass roots level.

We are particularly keen to attract more volunteers to get involved – either in specific projects, to act as Trustee, to join the Advisory Committee, and to contribute papers for the Journal. We are considering creating the post of Honorary President to help raise our profile and welcome feedback on this.

## **Accounts for the Year 2011–2012 – Eric Graham (Hon Treasurer)**

A draft set of accounts were distributed to those present (see Appendix A) and will shortly be available online on our redeveloped website. Our reserves had been further increased (our policy is to have sufficient funds to produce 2 issues of the journal plus hold an Emergency AGM).

## **Subscriptions for 2012 – 2013**

It was proposed by the Hon Treasurer Eric Graham, seconded by Jack Adams (and unanimously agreed by those present) that the annual subscription fee for organisations requiring 2 copies of the journal be increased from £30 to £34 next year to contribute towards the additional cost of postage (although the cost of the additional copies of the journal itself is not covered by this increase). Fees for the remainder of categories remain unchanged since 2011 and for the year 2014/2015 will be as follows:

Individual member: £20

Organisational member: £26

Organisational member (2 copies): £34

Student member: £10

## **Governance– Finlay McKichan**

At the last AGM, members authorised the establishment of an Advisory Committee (AC) of representatives of the local history associations in membership of the Forum. Two meetings of the AC with the Trustees have taken place and a third is expected to be held soon. We would like to thank Linda Clark, Seamus (James) Coleman, Helena Koumbouzis and Alan Provan for their attendance and for their helpful advice particularly on the: planning of the conference; the content and distribution of the Journal; and on the website. Further representation on the AC by affiliated associations would be most welcome and willing candidates are invited to make themselves known to the Trustees.

For some time there has been a clause in the constitution authorising the appointment of an Honorary President of the Forum. The Trustees would now like to activate this clause. The intention would be to honour some person who has made a major contribution to local history in Scotland and in particular in linking local history to national history and/or education. We would be looking for a person who would be an active ambassador for the Forum and who could enthusiastically promote local history. The Honorary President would not be a Trustee nor directly involved in the management of the Forum but could be invited to meetings of the Trustees.

During the coming year the Trustees hope to identify a person to recommend to

the next year's AGM for election as Honorary President. It may be useful for this person to be able to speak publicly on behalf of the Forum before the next AGM. It was proposed by Finlay McKichan, seconded by Eddie Stewart and unanimously agreed that there was no objection to that person being described as having been nominated as Honorary President and being asked to represent the Forum before the next AGM.

### **Election of Officers and Trustees**

The following were unanimously re-elected as officers and Trustees of the Scottish Local History Forum:

John Irvine (Hon Chair)  
Eric Graham (Hon Treasurer)  
Jan Bateman (Hon Secretary)  
Don Martin (Hon Vice Chair)  
Finlay McKichan (Trustee)  
Diana Webster (Trustee)  
Douglas Lockhart (Trustee)

The following did not seek re-election as Trustees:

Susan Beckley  
Malcolm Bangor-Jones  
Ken Bogle.

The following were unanimously elected as new Trustees:

David Ritchie  
Tony Cooke

The following were unanimously elected as members of the Advisory Committee:

Linda Clark  
Seamus (James) Coleman  
Helena Koumbouzis  
Alan Provan.

### **Appointment of External Examiner**

The External Examiner for the accounts 2012-2013 was Mark Gallagher, EQ Accountants, CA. John Irvine (Hon Chair) proposed that Mark Gallagher was again appointed as External Examiner for the year 2013-1014. It was seconded by Eric Graham and agreed unanimously.

### **Any Other Business**

The date for the next AGM will be advised and advertised on the website. There

being no other business raised, the AGM was declared closed by the Honorary Chair, John Irvine.