



Scottish Local History Forum

Scottish Charity Number: SCO 15850

Annual General Meeting held on 4 November 2011 (12.30pm) in the Renfield Centre, 260 Bath Street, Glasgow.

Minute

Present: J.Irvine (Hon Chair), D.Affleck (Hon Treasurer), D.Martin (Hon Vice-President and 53 others (trustees, personal members or representatives of member organisations).

1.	<i>Apologies for Absence:</i> Apologies were received from N.Anderson, M.Bangor-Jones, I.Bennion-Roberts, E.Graham, D.Lockhart, M.Stavert, D.Webster and D.Williamson
2.	<i>Minutes of Last AGM:</i> The minute of the AGM held on 12 November 2010 was considered and agreed correct. It was adopted on the proposal of F.McKichan, seconded by E.Stewart. There were no matters arising.
3.	<i>Annual Report 2010-11.</i> In presenting the Annual report for 2010-11, J.Irvine thanked various individuals for their achievements during the year on the Forum's behalf: the Publications Board members for editorial work on the Journal; D.Webster for her committed work as Secretary and as conference organiser; D.Affleck for his sterling work as Treasurer; and D.Lockhart for promoting the Forum at family history fairs, including sales of back issues of the Journal. He confirmed that the autumn conference in 2010 had been a notable success. He reported that the Forum intended to achieve considerable income in future from advertisements in the Journal and further Journal sales at family history and other fairs. It was also the intention to promote the Forum through paragraphs in a range of Scottish historical journals.

4.	<p><i>Accounts for Aug 2010-July 2011.</i> In presenting the Accounts, D.Affleck sought leave to comment first on the Annual Report, pointing out that OSCR required that this should mainly consist of financial statistics relating to the governance of the Forum. He also pointed out the importance of providing Forum trustees with instruction on what was required of them <i>as Trustees</i>.</p> <p>As regards the Accounts, his main concern had been to render them in a format acceptable to the external examiner. He believed that this had been achieved, including demonstration of an acceptable level of accountability. He expressed some concern about ‘Gift Aid’ requirements in relation to the Forum’s Journal as a ‘benefit’ to members and suggested that this would require further consideration in future; careful attention to the Forum’s financial reserves would also be required in future, especially in relationship to publishing commitments. The Treasurer confirmed that he was now reporting on sales of back issues of the Journal, although the external examiner had stated that these should not be valued for accounting purposes. Concerns about governance of the Forum, especially as regards transparent reporting, had been addressed, although the importance of involving the Treasurer in all decision-making needed to be better recognised. He concluded by thanking Diana Webster for her dedicated support throughout the year.</p> <p>Adoption of the Accounts for August 2010-July 2011 was proposed by E.Stewart, seconded by I.Wood and agreed by the meeting.</p>
5	<p><i>Subscriptions for 2012-13.</i> It was agreed to make no further amendments to subscriptions during the coming year.</p>

6.	<p><i>Amendments to Constitution.</i> F.McKichan reported on the work of the Constitution Working Group during the year. The Group wished to place two proposals before the AGM, viz:</p> <ol style="list-style-type: none"> 1. <i>Standing Orders.</i> Proposal to remove detailed procedures for general and trustee meetings from the Constitution and enshrine them instead in Forum Standing Orders (to enable them to be changed more quickly and easily). This would entail removal of appropriate subject matter from Clauses 8.1.2-8.1.6 of the Constitution to the Standing Orders for General Meetings; also removal of appropriate subject matter from Clause 8.3 of the Constitution to the Standing Orders for Trustee Meetings. A new Clause 4.7 in the Constitution would also be necessary, making provision that ‘The Trustees may propose and adopt and review Standing Orders for the efficient regulation of the affairs of the Forum’. <i>This proposal was agreed by the meeting.</i> 2. <i>Affiliated Associations.</i> Proposal to set up an Advisory Committee, formed of representatives of affiliated associations (but not including any legal responsibilities of management). This would provide a platform for member societies to express concerns about current issues affecting the practice of local history promotion and research.
7.	<p><i>Meeting of Affiliated Societies.</i> The intention of placing the second proposal, above, before the membership at a meeting in the spring of 2012 (which could incorporate a formal EGM) was notified. Speakers from representative societies could be invited to prepare presentations on the work of their respective groups, for delivery at the meeting.</p>
8.	<p><i>Election of Officers and Trustees.</i> The following nominations were agreed and adopted. The Chair also requested nominations for vacancies from the floor of the meeting, but none were forthcoming:</p> <p>Hon Chair: John W.Irvine Hon Vice-Chair: Don Martin Hon Secretary: Eric Graham Events Secretary: Diana Webster Trustees: M.Bangor-Jones, S.Beckley, K.Bogle, D.Lockhart, F.McKichan.</p> <p>There were no nominees as Hon Treasurer; the outgoing Treasurer, David Affleck agreed to continue to deal with financial matters until the end of the year. Two other vacancies for Trustees were also noted.</p>
9.	<p><i>Appointment of External Examiner.</i> On the recommendation of the Chair, it was agreed to delay the appointment of an external examiner until a new Treasurer was in place.</p>

10.	<i>Any Other Business:</i> G.Cruickshank requested leave to comment on the satisfactory progress that the Forum had achieved since various changes were introduced in 2010, especially as regards design and presentation of the Journal and the increase in attendances at conferences.	
11.	<i>Date of 2012 AGM:</i> The Chair reported that a date for the 2012 AGM had not yet been fixed.	