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| Record of: St. Matthew's Church Project Board Meeting 1 | | | | |
| Date: 2 October 2010 | Time: 0900-01125 | Location: Session Hall | | |
| PRESENT | | | | |
| Rev Scott Burton (SB) | Ronnie Soreide (RS) | Jean Young(JY) | Janet Martin (JM) | Ginni Auld (GA) |
| Fiona Bruce (FB) | Alastair Byers (AB) to 0950 | Andrew Tait (AT) | Liz Barrett (LB) | |
| APOLOGIES | | | | |
| John Spence | Patricia Lowry | Jim Smyth | Henry Macdonald has confirmed that he will be happy to be involved in building matters, but not attend meetings regarding the wider remit of the Project Board | |
| Agenda | <ul style="list-style-type: none"> • Prayer • Plan for the Project (based on our terms of reference from the Kirk Session) • Fundraising Appeal • Fundraising Events • Risks and Issues • Next steps (addressed in Actions list) • Next meeting(s) | | | |
| Point No | NOTES | | | ACTION OWNER |
| 1 | PRAYER | | | |
| 1.1 | Jean Young led the meeting in prayer | | | |
| 2 | FUNDRAISING APPEAL | | | |
| 2.1 | <p>Following the concerns raised at the Kirk Session meeting on 15 September regarding the fall in regular giving to St. Matthew's, it is feared that if we are showing a deficit on our Annual Accounts, we will be unable to secure loan and grant funding for the Project. We used to have an annual Day of Giving in May but this has not been done for ever 3 years.</p> <p>It was agreed (subject to confirmation by Finance Committee, 3 of the 6 members of which were present) that we should organise a Day of Giving, with details sent out with the November magazine (copy deadline 16 October), and that Project Pledge Forms should be made available to elders at the next Kirk Session meeting.</p> <p>Action 1.1 – LB (by 6/10) to prepare and circulate drafts of the following to the Project Board, John Dewar and Russell Auld (the remainder of the Finance Committee who are not on holiday) and then have prepared for the end of October (with assistance from Beverly Moran)</p> <ul style="list-style-type: none"> • Short article by the Treasurer regarding our financial position • Appeal letter from the Minister and Treasurer, mentioning that we will be launching an appeal for the refurbishment later, and asking for commitment of time and talents as well as money • Pledge forms for one-off donations, Standing Orders, time & talents • Envelopes addressed to the Gift Aid Convener <p>Action 1.2 – SB (by 8/10) to refer to Stewardship and the Day of Giving Appeal in his article for the November magazine</p> <p>Action 1.3 – All (by 15/10) provide comments on draft Day of Giving materials to Liz so she can get them prepared per action 1.1</p> <p>Action 1.4 – JM (by 13/11) to speak to Jill Burton about encouraging Junior Church members to get into the habit of giving during the service</p> <p>Action 1.5 – LB (by 17/11) to make Project Pledge forms available to elders at the next Kirk Session meeting</p> | | | <p style="text-align: right;"><i>Liz</i></p> <p style="text-align: right;">Scott</p> <p style="text-align: right;"><i>All</i></p> <p style="text-align: right;">Janet</p> <p style="text-align: right;"><i>Liz</i></p> |
| 2.2 | The difficulties of launching an appeal for the Project before we have confirmed what it is for were noted. It was agreed that use of materials to assist in calculating the amount people can afford to give should be considered for the Project Appeal when launched, that elders should be trained to speak about the appeal and encourage commitment, | | | |

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| | and that we should consider appealing in stages for specified aspects. | |
| 3 | PLAN FOR THE PROJECT | |
| 3.1 | Our terms of reference from the Kirk Session require us to: “identify and agree the purpose of St. Matthew’s Church in its location, and the activities we will undertake, to be confirmed by the Kirk Session. Thereafter it is anticipated that the Project Board will develop a “wishlist” of things which are needed, or desirable, to achieve these, to be approved by the Kirk Session and Congregation, followed by analysis of the feasibility study and the buildings to see what changes should be proposed. The Project Board will also set up a fundraising calendar going out 2 years.” | |
| 3.2 | <p>Reference was made to Section 2.4 of the Briefing Paper provided to Project Board members on 27 September, highlighting recommendations from research undertaken with other kirks so far:</p> <ul style="list-style-type: none"> • have a clear vision of WHY the project is being undertaken and what we intend to do with what is created, to ensure both that we develop what we need and that we can tell the story clearly and consistently for funding. This may require brainstorming, and awaydays • forget about the money(!) or what we might want to do with the buildings in the initial development of a wishlist of activities • consider dropping some current activities if they do not meet our purpose • are very specific in setting out what activities are planned, e.g. rather than “looking after old people”, say “providing a facility for community chiropody, and a café as a meeting place” • communicate truthfully and consistently with the congregation, and local community if appropriate • manage very carefully any changes to the proposals once they have been agreed • have a clear financial plan showing expected capital and revenue costs, and how these are to be met • ensure that expected funding is committed before spending it • ensure that proposals have all approvals before starting • do not plan activities/ facilities that are already being provided by someone else • do not necessarily go for the cheapest quote. | |
| 3.3 | <p>The Kirk Session discussed the purpose of St. Matthew’s at an awayday in June 2009, but it was not a Kirk Session meeting and no report appears to have been issued or anything approved.</p> <p>The Planning and Strategy Group (PSG) (of leaders of Ministry Teams as discussed at the awayday) had a meeting last month but not many could attend. It was agreed that the PSG should be asked to review the outcome of the awayday (which is believed to include Terms of Reference for the PSG and each Ministry Team) at its next meeting on 2 November, and a paper circulated to elders before the next Kirk Session meeting on 17 November seeking approval of the purpose of St. Matthew’s. Ministry Team Leaders will be asked to develop a list of activities for their Ministry Team. SB warned that this could take some time, as they are considering a 5 year plan.</p> <p>It was noted that in developing our activities, we should avoid those already adequately addressed by others, but should consider discussion with outside bodies to identify needs that we may be able to meet, e.g. Social Work, PKAVS, Samaritans, WRVS, Alzheimers Society. The ability to attract funding may depend on some of our activities and how they are resourced.</p> <p>It was suggested that the Kirk Session, and possibly the congregation, should be consulted on and involved in confirming the activities. Whilst recognising the problems of managing multiple expectations and desires, involvement and a sense of ownership were also regarded as important.</p> <p>The list of activities will be needed to identify what resources we have or need, in terms of committed people and of buildings, to confirm whether we are able to undertake them in a way that is sustainable and viable. All should use eyes and ears to find out what is needed, and who might be able to become involved. It was noted that the activities in Bankfoot Church do not appear to be covering their costs.</p> | |

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| | <p>Action 1.6 – LB (by 31/10) to check whether Nan Mack has notes from the Kirk Session awayday in 2009, and draft a paper for consideration by the next PSG meeting on 2 November.</p> | Liz |
| 3.4 | <p>It was noted that the context of our plans within the Parish Grouping and Presbytery is unclear. Even though our buildings are not owned by the General Trustees, it is unlikely that we will be able to attract funding if our plans do not have the approval of Presbytery (in the context of the requirement to have plans for buildings within the Parish Grouping by 2012) and the General Trustees.</p> <p>To progress in the Parish Grouping, we first need a clear picture of what is our purpose and proposed activities, so that these can be promoted/ fitted in with the Parish Grouping purpose and use of buildings.</p> <p>Action 1.7 – LB (by 13/11) to confirm the extent of control of Presbytery Fabric on maintenance and capital spend (limit £10,000) and press the General Trustees Fabric contact to provide the regulations he has promised.</p> | Liz |
| 3.5 | <p>It was noted that it appears that we will want to develop the sanctuary into flexible space for worship and events and for quiet reflection, remove the pews, provide a warm space for welcoming, install glass doors, put in toilet facilities near the vestibule, provide breakout where children cannot be heard but are not excluded, relay the service to the halls and vestibule and ensure that if we do not put in a café at the front now we make it easy to get access for services at a later date.</p> <p>Development of the kitchen is likely to be required to support proposed activities for fellowship, mission and fundraising.</p> <p>Action 1.8 - RS and LB (by 31/10) to talk to Property Convener about list of “Quick wins” that can be addressed over the next few months</p> <p>Action 1.9 – LB (by 16/10, for magazine) to arrange a “springcleaning” day in November and advertise it</p> | <p>Ronnie/ Liz</p> <p>Liz</p> |
| 4 | FUNDRAISING EVENTS | |
| | <p>GA has agreed to set up a Fundraising Diary of events, to include a Christmas Bazaar on 19/11/11.</p> <p>It was agreed that the cost of equipment to provide a professional and consistent look for conferences etc should be met from the proceeds of catering generated by these events.</p> <p>It was agreed that it is too late to do a calendar or Christmas cards this year, but these should be considered for next year.</p> <p>Action 1.10 - LB (by 13/11) to purchase what is required in terms of tablecloths (including wipeable ones for catering and cloth ones for conference tables), jugs and glasses, and liaise with Beverly Moran & catering team to identify what else is needed for conferences.</p> <p>Action 1.11 – LB (by 13/11) to try to secure a space for St. Matthew's to sell Christmas cards with other charities at Bell's Library in 2011.</p> | <p>Liz</p> <p>Liz</p> |
| 5 | RISKS & ISSUES | |
| 5.1 | <p>It was agreed that the Project Board will try to minimise the actions placed on the Minister and the Session Clerk.</p> <p>Action 1.12 – All (by 13/11) to review the list of Risks and Issues in Appendix C to the Project Board Briefing and provide comments and suggestions for omissions and how these should be addressed at the next meeting.</p> | All |
| 6 | NEXT MEETING(S) | |
| 6.1 | <p>It was agreed (recognising that not everyone will be able to come to every meeting) that the Project Board will meet at 1030 on the second Saturday of the month. Next 2 meetings are Saturday 13 November and Saturday 11 December at 1030.</p> <p>Action 1.13 – LB to book meeting rooms for Project Board meetings on 2nd Saturdays</p> | |

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| | at 1030. | Liz |
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Outstanding Actions

| No | Action | Resp | Date |
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| 1.1 | Prepare and circulate drafts of the following to the Project Board, John Dewar and Russell Auld (the remainder of the Finance Committee who are not on holiday) and then have prepared for the end of October (with assistance from Beverly Moran) <ul style="list-style-type: none"> • Short article by the Treasurer regarding our financial position • Appeal letter from the Minister and Treasurer, mentioning that we will be launching an appeal for the refurbishment later, and asking for commitment of time and talents as well as money • Pledge forms for one-off donations, Standing Orders, time & talents • Envelopes addressed to the Gift Aid Convener | Liz | 6/10 |
| 1.2 | Refer to Stewardship and the Day of Giving Appeal in his article for the November magazine Action 1.3 – (by) Action 1.4 – JM (by 13/11) to | Scott | 8/10 |
| 1.3 | Provide comments on draft Day of Giving materials to Liz so she can get them prepared per action 1.1 | All | 15/10 |
| 1.4 | Speak to Jill Burton about encouraging Junior Church members to get into the habit of giving during the service | Janet | 13/11 |
| 1.5 | make Project Pledge forms available to elders at the next Kirk Session meeting | Liz | 17/11 |
| 1.6 | check whether Nan Mack has notes from the Kirk Session awayday in 2009, and draft a paper for consideration by the next PSG meeting on 2 November. | Liz | 31/10 |
| 1.7 | confirm the extent of control of Presbytery Fabric on maintenance and capital spend (limit £10,000) and press the General Trustees Fabric contact to provide the regulations he has promised | Liz | 13/11 |
| 1.8 | talk to Property Convener about list of “Quick wins” that can be addressed over the next few months | Ronnie/ Liz | 31/10 |
| 1.9 | arrange a “springcleaning” day in November and advertise it | Liz | 16/10 |
| 1.10 | purchase what is required in terms of tablecloths (including wipeable ones for catering and cloth ones for conference tables), jugs and glasses, and liaise with Beverly Moran & catering team to identify what else is needed for conferences. | Liz | 13/11 |
| 1.11 | try to secure a space for St. Matthew’s to sell Christmas cards with other charities at Bell’s Library in 2011 | Liz | 13/11 |
| 1.12 | review the list of Risks and Issues in Appendix C to the Project Board Briefing and provide comments and suggestions for omissions and how these should be addressed at the next meeting | All | 13/11 |
| 1.13 | book meeting rooms for Project Board meetings on 2 nd Saturdays at 1030. | Liz | 13/11 |

Closed Actions

| No | Action | Resp | Date |
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