

Record of: St. Matthew's Church Project Board Meeting 2				
Date: 13 November 2010	Time: 1030-1240	Location: Session Hall		
PRESENT				
Rev Scott Burton (SB)	Ronnie Soreide (RS)	Jean Young(JY)	Patricia Lowry (PL)	Ginni Auld (GA)
Rev Robert Wilkie (RW)	Alastair Byers (AB) to 0950	Andrew Tait (AT)	John Spence (JS)	Liz Barrett (LB)
APOLOGIES				
Fiona Bruce (FB)	Janet Martin (JM)			
Terms of Reference (from Kirk Session 15 September 2010)				
<p>The Project Board is asked 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.</p>				
Agenda	<ul style="list-style-type: none"> • Prayer • Fundraising Events • Risks and Issues • Purpose of St. Matthew's • Next steps/ Priorities • Actions Progress • Next meeting(s) 			
Point No	NOTES			ACTION OWNER
1	PRAYER			
1.1	Patricia led the meeting in prayer			
2	FUNDRAISING EVENTS			
2.1	<p>Ginni set out her vision that we grasp this opportunity to raise funds, but also</p> <ul style="list-style-type: none"> • Develop fellowship within the church through involving all groups and them working together • Bring people into St. Matthew's and welcome them • Reach out through events to show the vibrancy of St. Matthew's and put a human face on the building <p>providing Fundraising, Fun and Fellowship, always representing God.</p> <p>There will be smaller events within the church family, such as coffee mornings, tea parties, dinner for 8, and bigger events reaching out, including the Hogmanay Ceilidh and for 2011:</p> <p>Feb 5 – Book Sale (including vinyl, CDs and DVDs) May 28 & 29 – Arts Café (Mission and Session Halls to be offered to Perthshire Art Association use of stage, use of the garden & courtyard for stalls, fun participatory events - thus possible need for weather insurance.) Aug 20?? – sponsored and widely publicised abseil down St. Matt's tower or fire station tower or zipwire on Tay provided all safety and insurance requirements are met. Again, church open, refreshments etc.</p> <p>Nov 19 – Christmas Bazaar, with mince pies, shortbread and coffee in the Mission Hall, and a variety of stalls and activities in the Main and Session Halls, including branded merchandise, quality crafts created by the congregation, local crafts people (including Linda Byers), activities and attractions for children. NO bric a brac!</p> <p>For all events, particularly Arts Café and Christmas Bazaar, we will plan to have the sanctuary open with interesting and attractive displays to engage visitors. GA has approached Peter Barrett about co-ordinating publicity through a range of media for all</p>			

	<p>events.</p> <p>JY volunteered to organise a dinner dance in 2012, involving all ages of our church family in preparation, cooking, serving, playing, enjoying.</p> <p>We can also</p> <ul style="list-style-type: none"> • set up a link in “find a cause” site on the web • look into insurance against poor weather for outdoor events • develop branded merchandise for sale, including tea towels, mugs, postcards, Christmas cards and calendars. <p>Action 2.1 – GA to check with Beverly Moran and the Perthshire Arts Association whether they want to use the Mission and possibly Session Halls for their Arts Festival exhibition at the end of May.</p> <p>Action 2.2 – JY advise GA of contact to investigate weather insurance</p> <p>Action 2.3 – SB to give GA contact details for Stacey McNaughton</p> <p>Action 2.4 – LB to ensure there is an appropriate link from Stmatts.org.uk to the justgiving website</p> <p>Action 2.5 – All to send GA names of contacts and suggestions for fundraising</p> <p>Action 2.6 – SB to draft an article for Holton Siegling’s church, checking with Liz all references to the Project (see Risk 2)</p> <p>Action 2.7 – RW to arrange for all events to be publicised on stmatts.org.uk</p>	<p>GA</p> <p>JY</p> <p>SB</p> <p>LB</p> <p>All</p> <p>SB</p> <p>RW</p>
3	RISKS & ISSUES	
3.3	<p>The list of Risks and Issues from Appendix C to the Briefing for Project Board dated 27 September was reviewed. Normally Project risks would be assessed in terms of the severity of their likely impact, the probability of their occurrence, actions identified that could reduce the impact or probability, and ownership given to individuals to manage each risk.</p>	
	<p>Risk 1 Failure by the Project Board to define and agree the purpose of St. Matthew’s Church</p> <p>Following our last meeting, on 25/10 a draft paper was provided for consideration by “Planning & Strategy Group (PSG)” at their meeting on 3/11 in the hope that PSG could review the outcome of the awayday its next meeting on 2 November, and that a paper could be circulated to elders before the next Kirk Session meeting on 17 November seeking approval of the purpose of St. Matthew’s, and that Ministry Team Leaders could then be asked to develop a list of activities for their Ministry Team. PSG were not able to consider the paper on 3/11.</p> <p>Following discussion, it was noted that</p> <ul style="list-style-type: none"> • Project Board needs the agreed purpose of St. Matthew’s, and the specific areas for development by the Ministry Teams need to be defined, so that the refurbishment can be closely linked to the defined development areas of our church. This will enable us to explain what the money is for (beyond the general statement that it is to make our church fit for the 21st century) • For many development areas, we can undertake the activities with what we have, but we could do them better if we had more attractive surroundings • It would be helpful if the Kirk Session were to agree at its next meeting on 17/11 at least the main purposes of each Ministry Team and the basic membership of the PSG • We should ask the next PSG to arrange for each Ministry Team Leader (noting that Justice Outreach & Environment has no leader at present) to advise the Project Board what its team requires, and what it would like, in terms of alterations • The next meeting of the Project Board should also brainstorm what we think is needed to support the development and activities of St. Matthew’s • Raymond Young (General Trustee of the Church of Scotland and Board Member of Historic Scotland) should be invited to speak to the January Project Board meeting • Upgrading of the kitchen is out of scope of the Project • Use of the flat and alterations to it (to generate revenue or capital income) should be within the scope of the Project • Generally we expect that the development of our activities will require improved sanctuary heating, lighting, sound, decoration, seating, a glass porch, toilets in 	

	<p>the vestibule area and improved access for disabled/ elderly at the front of the church. Further decisions are required about the rear of the sanctuary regarding partitions, lift, café area. Plans should be “future-proofed” as far as possible.</p> <ul style="list-style-type: none"> • Subject to checking, it appears that we need Presbytery approval for spend over £10k and of the General Trustees for spend over £50k. <p>Action 2.8 – LB to ask PSG to arrange for each Ministry Team Leader to advise the Project Board what its team requires, and what it would like, in terms of alterations</p> <p>Action 2.9 - LB to invite Raymond Young to speak at the January meeting of the Project Board</p> <p>Action 2.10 – JY to discuss kitchen improvements with the Property Convener</p> <p>Action 1.8 (updated) – GA to be included in discussions with Property Convener regarding “Quick Wins”</p>	<p>LB</p> <p>LB</p> <p>JY</p> <p>GA</p>
	<p>Risk 2 - Inconsistent communication, within St. Matthew’s and outside, about what the Project is doing/ considering</p> <p>Open communications, all communications to be managed through LB to ensure an accurate and consistent message, without pre-empting decisions that have not yet been made.</p> <p>Action 2.11 - LB to be available after the service on 21/11 to give an update on the Project</p> <p>Action 2.12 – LB to make Project Board Minutes available to all through the website and on noticeboards</p>	<p>LB</p> <p>LB</p>
	<p>Risks 3 and 4 Failure to obtain Kirk Session and Congregational approval of the purpose of St. Matthew’s Church</p> <p>Risks 5 and 6 Failure of Kirk Session and Congregation to support project activities</p> <p>Accurate and honest communication should encourage approval and support, or an early indication of problems</p>	
	<p>Risk 7 Failure to prepare proper business plan to support proposed activities, including identification of synergies/ competition with other activity providers</p> <p>Business Plan to be addressed once development activities and required alterations have been identified</p>	
	<p>Risk 8 Failure to raise adequate funding for the project</p> <p>To be addressed as scale of project becomes clear</p>	
	<p>Risk 9 Changing the purpose of the project after funds have been raised specifically for refurbishment</p> <p>No mitigation at present, we must assume that the refurbishment will proceed</p>	
	<p>Risk 10 Showing a deficit in 2010 or later years, thus indicating to potential funders that St. Matthew’s finances are not sound/ declining</p> <p>Day of Giving is being held on 21 November</p>	
	<p>Risk 11 Failure to make decisions by the time they are needed</p>	
	<p>Risk 12 Failure to obtain approval of Perth Presbytery to proceed with plans</p> <p>Risk 13 Failure to obtain approval of Art & Architecture Committee of Mission & Discipleship Council to proceed with plans</p> <p>Risk 14 Failure to obtain approval of General Trustees to proceed with plans</p> <p>Risk 15 Failure to obtain approval of Perth & Kinross Council for plans</p> <p>Risk 16 Failure to obtain approval of Historic Scotland</p> <p>Much of this is outwith our direct control, particularly as the Parish Grouping is to provide Presbytery with plans for use of our buildings by 2012, and Presbytery is to lose 7 ministers. Showing our ability to finance the refurbishment and sustain our activities</p>	

	should help. We need to demonstrate the reasons for the refurbishment, detailed plans, justifications for spend, cost estimates (capital and ongoing) and how these costs will be met to be able to get the approvals we need.	
	Risk 17 Loss of Project Manager or other key individuals Impact will depend on level of commitment and support by others	
	The following risks were added: Risk 18 Cost and time overruns once work has been estimated Risk 19 Shortfall in pledged income Risk 20 Reputational risk if there is disagreement within the church	
4	PURPOSE OF ST. MATTHEW'S	
4.1	See Risk 1 above	
5	NEXT STEPS/ PRIORITIES/ ACTIONS PROGRESS	
	<p>Actions were reviewed and updated as noted below in the tables below.</p> <p>Up to 31 August, all stage fundraising and expenditure was put through General Account as it was not recognised as part of Fabric budget. All catering income comes in through Fabric Account. Catering expenses and spend on the stage were paid out of the General Account up to 31 August. Catering/ conference expenses for September, including £380.23 for conference costs (tablecloths, jugs, glasses), were paid out of the Fabric Account. According to the Kirk Session minutes of 16 June, catering profits were for the stage, but JY confirmed that they are actually to raise funds wherever needed. The stage refurbishment is out of scope of this Project, but Kirk Session has agreed that there should be no separate fundraising events in aid of the stage. Project Board agreed to suggest to the Treasurer and Property Convener that the balance of the stage fund (about £1200), any further agreed stage expenditure, and catering income and expenditure should be handled through the Fabric Account.</p> <p>SB had suggested that the cloths, jugs and glasses for conferences might be financed from the generous donation received by PSG.</p> <p>Action 2.13 – LB to contact the Treasurer and Property Convener regarding the balance of the stage fund, any further agreed stage expenditure, and catering income and expenditure being handled through the Fabric Account</p> <p>Action 2.14 – LB to suggest to PSG that they may want to reimburse Fabric Account catering costs the cost of £380.23 for tablecloths, jugs and glasses for conferences</p>	<p>LB</p> <p>LB</p>
6	NEXT MEETING(S)	
6.1	<p>December 11 at 1030 in the Mission Hall (SB, JY, GA will be unable to attend) January 15 (change of date) at 1030 in the Session Hall Remaining meetings in 2011, for which the Session Hall is booked, are at 1030 on</p> <p>12 Feb 12 Mar 9 Apr 14 May 11 June</p> <p>Skip July & August</p> <p>10 Sept 8 Oct 12 Nov 10 Dec</p>	

Outstanding Actions

No	Action	Resp	Date
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
1.7	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 – 13/11 paper received, to be reviewed	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/ Ginni	31/10
2.1	GA to check with Beverly Moran and the Perthshire Arts Association whether they want to use the Mission and possibly Session Halls for their Arts Festival exhibition at the end of May.	Ginni	11/12
2.2	JY advise GA of contact to investigate weather insurance	Jean	11/12
2.3	SB to give GA contact details for Stacey McNaughton	Scott	11/12
2.4	LB to ensure there is an appropriate link from Stmatts.org.uk to the justgiving website	Liz	11/12
2.5	All to send GA names of contacts and suggestions for fundraising	All	11/12
2.6	SB to draft an article for Holton Siegling’s church, checking with Liz all references to the Project (see Risk 2 section)	Scott	11/12
2.7	RW to arrange for all events to be publicised on stmatts.org.uk	Bob	11/12
2.8	LB to ask PSG to arrange for each Ministry Team Leader to advise the Project Board what its team requires, and what it would like, in terms of alterations	Liz	11/12
2.9	LB to invite Raymond Young to speak at the January meeting of the Project Board	Liz	11/12
2.10	JY to discuss kitchen improvements with the Property Convener	Jean	11/12
2.11	LB to be available after the service on 21/11 to give an update on the Project	Liz	21/11
2.12	LB to make Project Board Minutes available to all through the website and on noticeboards	Liz	11/12
2.13	LB to contact the Treasurer and Property Convener regarding the balance of the stage fund, any further agreed stage expenditure, and catering income and expenditure being handled through the Fabric Account	Liz	11/12
2.14	LB to suggest to PSG that they may want to reimburse Fabric Account catering costs the cost of £380.23 for tablecloths, jugs and glasses for conferences.	Liz	11/12

Closed Actions

No	Action	Resp	Date	Closed
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	29/10
1.2	Refer to Stewardship and the Day of Giving Appeal in his article for the November magazine	Scott	8/10	No action
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	15/10
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	25/10
1.9	arrange a “springcleaning” day in November and advertise it. Happening on 20/11	Liz	16/10	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	27/10
1.11	try to secure a space for St. Matthew’s to sell Christmas cards with other charities at Bell’s Library in 2011 – done, being considered by their committee in January	Liz	13/11	20/10
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	13/11
1.13	book meeting rooms for Project Board meetings on 2 nd Saturdays at 1030.	Liz	13/11	31/10