Minutes of IGM/AGM. 21.11.2017 7.00 pm – 9.00 pm

People present: Hilary Sludden, Pauline Matterson, Gill Thompson, Steve Todd, Lydia Alldred, Anne Christina Nicolson, Nick Elvidge, Martin Flett, David Alldred, Tristan ap Rheinallt, John Hayward

Apologies: Calum Watson, Fiona McaDonald, Brenda Macleod, Anne Edwards

The meeting was chaired by Hilary Sludden and minutes taken by Gill Thompson

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| Agenda item | Discussion | Action |
| Welcome from the Chair | Hilary welcomed those present to this Inaugural meeting and first Annual General Meeting of the Stornoway Writers’ Circle |  |
| Financial Report | * Pauline outlined the recent hand-over of financial information from the previous Treasurer and how she has interpreted and organised the details of funds held, sale of the new anthology ‘Beyond Words’, distribution of books to potential vendors. * She emphasised that there is now an urgent need for the group to set up a Bank account so that funds from book sales can be transferred easily and moneys can be tracked more efficiently * Invoices and delivery Notes have now been established to present a professional system of tracking book distribution and sales * The current funds are at £495.38 from regular weekly donations, book sales and donations * Our appreciation was expressed to An Lanntair for their financial support in getting the anthology published * If we sell all the current stock of anthologies we should have £1080 in the account * As per the current situation there remain 59 books. 1 of these will be sent to the National Library. Books are sold at £6.99 each. * 1 Complimentary copy has been given to each contributor and to associated persons eg Peter May, Heather Birrell. 25 complimentary copies in total. * Anthologies have been distributed to: An Lanntair, An Clachan (Leverburgh), Salka, Baltic Books, Ness Bookshop, Stornoway Airport shop, Ceilidh Place, Book Club (Elgin)   John reminded the group that a Kindle version of the anthology is also available via Amazon  The group thanked Pauline for her work in coordinating the finances | Financial records are available.  Bank Account to be opened at Clydesdale Bank, Stornoway asap. Details re number of signatories needed to be advised by Bank.  Pauline to check if we need to send further books to National Library as per ISBN numbers.  John to check at what level of Kindle sales the group will receive payments. |
| Discuss/Amend Constitution | John talked through each item on the draft constitution and amendments were made.  It was agreed formally that the group name will be STORNOWAY WRITERS’ CIRCLE  It was agreed that membership should be open to persons over 16 yrs.  The subject of a membership fee to display intent was discussed and it was felt that a peppercorn sum of £1.00 per year would be payable on joining.  The responsibilities of the management roles - Chair, Treasurer, Secretary were outlined and it was agreed that all appointments would be for 12 months with no barrier to re-election.  It was decided that a Code of Conduct will be agreed at the next meeting (28th November). Thanks to Lydia for her work on the C of C.  The Management Committee would be able to terminate membership of an individual if the agreed Code of Conduct were to be breached. | John will make the agreed amendments to the Constitution and this updated version will be distributed to members for inspection prior to being signed off at the meeting next week (28th November)  Code of Conduct to be agreed upon at next meeting |
| Election of Committee | The following appointments were proposed and seconded:  CHAIR – Hilary Sludden  TREASURER – Pauline Matterson  SECRETARY – Steve Todd  VOTING MEMBERS – Tristan ap Rheinallt, Gill Thompson, Lydia Alldred, Anne Christina Nicolson |  |
| AOB | John will continue to maintain the website.  Hilary alerted the group to the Ullapool Book Festival next May. We have been invited to be involved at a Breakfast Session  Future discussion as to whether we should have a reprint of the anthology with a view to next year’s tourist season, Ullapool Book Festival. So far book sales are good.  John asked if members were interested in having a combined Christmas celebration with the Library Writers’Group.  John suggested that Committee members might want to investigate legal protection/insurance against liabilities/suing etc  It was suggested that a group Facebook page could be a way to reduce the large number of emails that are blocking up members’ inboxes. | Hilary to update as information becomes available  To be discussed at future meetings  To be discussed  To be discussed |
| Closing Comments | Members were offered a drink from the bar courtesy of the donations provided for the book launch – our thanks to the donors.  Thanks to Hilary for chairing the meeting.  We look forward to our first year as a formalised group. | |

**Amendments**

* Removed "who have attended 1 meeting in a 4 month period. " from third line in discuss/amend constitution.
* Moved line regarding John maintaining website from election of committee to AOB