

Quakers in Scotland Foundation Trustees

Meeting held online on 11th August 2025 at 7.00 pm

Present: Elizabeth Allen, Brian Ashley, Adwoa Burnley, Kate Gulliver, Susan Mitchell, David Somervell, and in attendance, Lesley Richards (Convenor QiSCG)

Prevented: Chris Holmes

We started our meeting with a short period of worship, after which Adwoa led us in a gathering.

We agreed the agenda for the meeting.

25/08/01 Recording between-meetings decisions on membership of QiS

Bronwen Currie applied for membership of QiS on 19th July. Using the route to membership stated in 14.2 of the Governing Document, Bronwen was nominated by Elizabeth Allen and Adwoa Burnley. After consulting all members of QiS about this application, Bronwen was accepted into membership on 20th July 2025, by between-meetings procedure. We record this decision, and welcome Bronwen to QiS. We ask that her name be recorded in the electronic register of members.

Susan Mitchell applied for membership of QiS on 19th July. Using the route to membership stated in 14.2 of the Governing Document, Susan was nominated by Elizabeth Allen and Adwoa Burnley. After consulting all members of QiS about this application, Susan was accepted into membership on 20th July 2025, by between-meetings procedure. We record this decision, and welcome Susan to QiS. We ask that her name be recorded in the electronic register of members.

25/08/02 Recording between-meetings appointments

QiS Assistant Treasurer

On 19th July 2025, using between-meetings procedure General Meeting for Scotland appointed Bronwen Currie to serve as QiS Assistant Treasurer for a period of three years. We ratify this appointment and thank Bronwen for agreeing to give this service.

QiS Trustee

QiS minute 25/07/06 asks that this appointment be made by between-meetings procedure.

We record that with her agreement, Susan Mitchell's name was brought forward for service as a QiS Trustee. After consulting all members of QiS, on 20th July 2025 Susan was appointed by between-meetings procedure to serve as a QiS trustee with immediate effect until 31st December 2025.

We thank Susan for being willing to give this service and ask that her name be recorded in the electronic register of QiS Trustees.

25/08/03 QiS Treasurer's Report

Kate Gulliver has reported that Co-op banking is going ahead well and the account is now open. Kate is dealing with all the communications from them. She is going to apply to the Bank of Scotland in the next few days to open our account.

We agree to Bronwen Currie also being a signatory on both our accounts.

Kate's email summarising the bank transfer situation clarifies the steps clearly. We are glad that Kate has sent this information to the AM treasurers and we ask Kate to prompt them to disseminate this to Local Meeting treasurers.

25/08/04 General Meeting for Scotland transfer to QiS, update

Further to QiS minutes 25/05/01, 25/06/05, 25/07/03, 25/07/04 we note the following updates:

Members of GMS becoming members of QiS

We note that the clerk of GMS has sent a letter to all Friends in Scotland inviting members of the four Scottish area meetings to join QiS, and members and attenders to give permission for their data to be transferred from GMS to QiS. The clerks of QiS have written to LM clerks asking for their help in supporting Friends to comply with this request. A document giving notification of this has been placed on the QiS website.

At our QiS Trustees meeting on 15th September, we will accept into membership of QiS, all those Friends who have applied before this date. At GMS on 20th September, paper copies of the QiS membership application will be available for those who have not yet responded.

The clerks of GM and QiS Trustees are in conversation about how the transfer process will take place on 20th September.

25/08/05 TUPE transferring the GMS Administrator's post to QiS

Since being asked at the last QiS Trustee Meeting to lead on TUPE transfer arrangements for the GM Administrator, (see 25/07/07), Brian Ashley has:

- Conferred with the GM Administrator:
 - To ensure she is aware of the upcoming transfer of her post from GMS to QiS - she is fully aware
 - To identify and answer any questions, concerns or needs she has about this change - she has none
 - To inform her of his role as the lead contact for her with QiS Trustees - she is aware
- Exchanged emails with the Clerk of GM Trustees as the current employer and provided him with the ACAS checklist for current employers - he sees this as a straightforward situation not requiring any further actions by GM Trustees. He is not aware of any "employee liabilities, warranties and indemnities."
- Begun to complete the ACAS checklist for the new employer

Based on the above, Brian's next steps are to:

- Ask the Clerk of GM Trustees to formally confirm that there are no unknown liabilities regarding the GM Administrator's employment
- Find out from the Clerk of GM Trustees what current arrangements are in place for payroll and pensions for the GM Administrator, and agree a process for these to be transferred to QiS (in association with the QiS Treasurer)
- Ensure we remain in contact regularly with the GM Administrator as we approach the transfer and in the aftermath, to ensure she is content with her circumstances and to answer any queries
- Confer with the QiS Treasurer to ensure QiS is ready to act as an employer (with the required systems, processes and resources) from the day of transfer

Brian has agreed to lead on TUPE transferring employees of Dundee Friends Property Trust, East Scotland Area Meeting, North Scotland Area Meeting, and West Scotland Area Meeting. We ask our clerks to contact the clerks to trustees of these Quaker charities, to advise them of this, and to ask that they notify Brian when they are ready to start the TUPE transfer process.

We thank Brian for his work on the TUPE transfers.

25/08/06 Answering Friends questions about transferring to QiS

Several Friends have asked questions and raised issues in relation to the letter sent out inviting them to become members of QiS and/ or give consent for transferring their data from GM to QiS. These are being passed to QiS Trustees and we are responding to them in whatever way seems most appropriate for the individual query. We have discussed the questions we are being asked and the need for consistency in our response. We think that it would be helpful to produce a document for the QiS website, answering frequently asked questions. We ask our clerks to take this forward, in consultation with QiSCG.

The GMS clerk has proposed that to help Friends understand what they are being asked to do as GMS transitions to QiS we hold a joint meeting to answer Friends' queries. We agree to this, and favour having one online meeting at the end of August, or the beginning of September. To move this forward, we have identified several dates which suit QiS Trustees, to be suggested to the GMS clerk.

25/08/07 Dundee Friends Property Trust and AMs joining QiS, updates

Further to QiS minutes 25/05/01, 25/06/04 and 25/07/02, we note that DFPT, ESAM, NSAM and WSAM have each sent QiS trustees a completed due diligence questionnaire, their Governing Document, and their Annual Report and Accounts for 2024. Some supplied additional documents. All relevant documents have been sent to the solicitor.

We are aware that ESAM and WSAM have submitted an application to OSCR to dissolve the charity, and have been granted permission to do so.

We remind AMs transferring to QiS that they are required to inform MfS of their intention to lay themselves down and join QiS.

25/08/08 QiS legal matters, update

Kate and Elizabeth met with our solicitor on 17th July, and continue to be in contact with him.

He has been sent the completed due diligence questionnaires and relevant documents from GMS, DFPT, ESAM, NSAM and WSAM. He has also been informed about the sale of Glasgow Meeting House. He is working on the GMS transfer now and will work on the other transfers in due course.

The work done to date on the GMS transfer is:

- The completed GMS due diligence questionnaire has been reviewed, and there are no issues.
- The advice on our constitutional position is that both GMS and QiS Governing Documents are adequate and there are no constitutional barriers to what is being proposed.
- The suggested wording from OSCR for the dissolution and transfer minute has been reviewed, and slight changes have been offered, which we agreed today.
- A draft Transfer Agreement has been drawn up.

Closing minute

We close with worship, planning to meet again by Zoom at 7.00 pm on 15th September, should nothing occur to prevent.

Elizabeth Allen and Adwoa Burnley Co-clerks to QiS Foundation Trustees