

# GENERAL MEETING FOR SCOTLAND TRUSTEES

## Minutes of the meeting held 15th May 2018 in Edinburgh

**Present:** Catherine Brown, Martin Burnell (Clerk), Nigel Dower, Derek McLean, Jacqueline Noltingk

**Prevented:** Michael Hutchinson,

### 1. Welcome

The Clerk has welcomed Trustees to our meeting in Edinburgh.

### 2. Annual report of Trustees to General Meeting

We have agreed wording for our annual report to GM, which is attached to these minutes. As our Clerk is unable to attend the next GM, the report will be presented by Jacqueline Noltingk assisted by other Trustees.

### 3. Data Protection

The Clerk has prepared a draft Privacy Notice for GM and a separate Notice for employees and volunteers, together with implementation notes, draft consent forms and a draft data audit. These have been circulated to GM Trustees and Clerks to AM Trustees for comment and a number of amendments have been made.

We have discussed in our meeting points raised by Richard Williams and other comments of Trustees. The Clerk is to amend the documents accordingly and circulate for a final check before they are issued. We recognise that these are working documents which will be subject to ongoing amendment. We hope to be able to circulate them before 25th May.

### 4. Data security, subject access and data breaches

We agree to do further work in these areas.

### 5. Joint telephone conference with NSAM trustees

The minute and agreed summary of the discussion in our joint telephone conference have been forwarded to the GM Clerk for consideration at GM in June. We will consider in future meetings how GM Trustees and others might provide increased support to Area Meetings.

### 6. Camfield Trust

Our Treasurer has reported that the Camfield Trust has again donated £1400 to GM to be spent on travelling costs and other ways to provide fellowship among Friends.

## **7. Dates of future meetings**

Tuesday 23rd October in Edinburgh and Tuesday 26th February in Glasgow, subject to Michael Hutchinson's availability.

Martin Burnell  
Clerk.