



GENERAL MEETING FOR SCOTLAND

13-14 Nov 2010

Dunblane

Min. 1 Reading

During Meeting for Worship we heard a reading from *Quaker Faith and Practice 24.47* concerning Quaker values in the European context.

Min. 2 Welcome

We welcome 1 attender to this GM. We also welcome as a visitor Kathy Galloway, Head of Christian Aid Scotland, and our speakers Martina Weitsch and Liz Scurfield.

We will record the total numbers of all present and add them to these minutes.

East Scotland	7
South East Scotland	10
North Scotland	3
West Scotland	<u>28</u>
Total:	48 plus 3 visitors.

Min. 3 Reporter

We appoint Martin Burnell from South East Scotland AM to report this meeting to *The Friend* and the *Scottish Friend*. We ask West Scotland AM to report on the next GM.

Min. 4 New members and deaths

We record the following new members since our last meeting:

Ruth Clements McQuaid (W)
David Irwin (W)
Diana Horne (SE)
Jenny Copsey (SE)
Carol Rogers (E)

There have been no deaths of members since our last meeting.

Min. 5 Date of GM in March 2012

We note that GM in March 2012 will be held in Perth on 3 March 2012. This is a correction to Minute 5 of 5 June 2010.

Min. 6 Budget for 2011

Daphne Wassermann has presented a draft budget for 2011, and proposals for donations.

She suggests a reduction in the AM quota from £11 000 to £10 000, to be allocated as usual according to the numbers of members. She suggests increasing the donations to organisations from a total of £3300 to £4025. We agree to these proposals.

We note that our reserves will be increased partly because of the incorporation of the conference fund, and agree that this sum can be used to support additional conference activities in the future as appropriate.

Min. 7 Scottish Churches House

Margaret Peacock has reported that an ACTS Trustees meeting took place on 11 November to consider issues relating to the future of Scottish Churches House. However the content of the meeting is at this stage confidential. Margaret will pass on information as soon as possible to Friends in Scotland. Thereafter she and Leslie Stevenson will be pleased to receive any thoughts and comments on this difficult and important subject.

We have been reminded of the vision behind the original establishment of SCH and the importance of sustaining this vision as imaginatively as possible.

Min. 8 Report on the work of Christian Aid

Martin Mansell, our representative on the Christian Aid advisory committee, has introduced the work of Christian Aid in Scotland.

He drew our attention to a current campaign on tax justice. He quoted a figure of \$160 bn, which is twice the global aid budget. This is the amount that multinational companies avoid in tax payments each year. Christian Aid is campaigning to raise awareness of the devices used in this avoidance, and for changes in legislation to close the loopholes.

Kathy Galloway has described the wider work of Christian Aid in coalition with other agencies on disaster relief work, climate change campaigning and other areas. Christian Aid is the lead agency in the Tax Justice Coalition, whose work goes to the heart of our responsibilities as citizens, and of corporate responsibility. The scale of tax avoidance through the use of tax havens is breathtaking and truly scandalous.

Min. 9 Work of Archive Group

Further to Minute 8 of 13 March 2010, Paul Burton has introduced a summary of a proposed policy on the keeping of records. He has reminded us that we need to have a clear policy about this as good practice, as well as this being a legal requirement. There are very good supporting materials on this from Friends House. The policy is attached to these Minutes (Appendix A).

In discussion, issues raised include the storage of electronic records, length of retention time, possibility of closing files for varying lengths of time and the place of other written records such as letters.

We accept the following recommendations:

1. Each Local and Area Meeting, together with General Meeting, should appoint a custodian of records, whose role will be to carry out the policy in a manner appropriate to his/her Meeting.
2. GM should maintain a list of Friends willing to advise on archival matters who can help any Meeting which is unable to appoint a custodian of records.

In the absence of a custodian of records, the link will be through the Clerk of the Meeting. We ask Nominations Committees to note this addition to the list of posts.

Min. 10 End of Life Assistance (Scotland) Bill

We have received Minute 9 of 4 September 2010 from North Scotland AM , supporting a Minute from Inverness LM which opposes the End of Life Assistance Bill currently proceeding through the Scottish Parliament. Eleanor Fairclough has explained the concerns behind the two Minutes about the moral issues involved and the possible consequences of the Bill if passed.

We do not have opportunity today to adequately address the deep and important issues involved in this question. We will make this our special topic for the March GM. In the meantime we will forward this Minute and the North Scotland Minute to Area Meetings inviting them to discuss the matter in preparation for the GM session.

We will circulate Friends in Scotland with information about lobbying of MSPs to enable individual Friends to do so according to their consciences.

Min. 11 Appointments and Representatives

Nominations Function Group have brought forward the following names, and we agree to these appointments:

GM Treasurer

John Phillips January 2011 - December 2013
(to replace Daphne Wassermann who will have served at least 5 triennia by the end of this year)

Scottish Churches Housing Action Rep

Kate Arnot January 2011- December 2013
(to replace John Foster who will have served at least 5 triennia by the end of this year)

Trustees for Northern Friends Youth Events Trust

Pauline Browell-Hook January 2011- December 2013
Jane Woodford " "
(to replace Bronwen Currie and Margaret Mortimer)

The Retreat – Representative Member

Constance Tonge January 2011- December 2013
(to replace John Melling. Appointment is no longer as Governor.)

Representative to General Assembly of the Church of Scotland 21 – 27 May 2011
Christine Davis.

Min. 12 Friends working in Europe

We have welcomed as speakers at our afternoon sessions Martina Weitsch and Liz Scurfield who are Joint Representatives of the Quaker Council for European Affairs (QCEA) based in Brussels.

They have introduced us to the history of QCEA, its structures and current work. Since its establishment in 1979, QCEA has focused on three fundamental work areas: human rights, economic justice and peace. To these have been added more recently work on sustainable energy security and institutional development.

QCEA projects are tested against criteria which include asking whether Friends have something distinctive to contribute. The outcomes of the work are then addressed to a wide range of audiences.

Friends can participate in the work of QCEA in many ways, from taking part in study tours to regular use of the web-site.

They have introduced us to a consideration of what advocacy means in the European context, using their work in criminal justice as a test-case. Advocacy requires a careful mix of thorough research, networking, relationship-building and persistence.

Real change can be achieved in matters such as the effect of imprisonment on women and the social reintegration of ex-prisoners. Such change requires not only effective advocacy within the European institutions and with decision-makers but work at the level of the nation and of the local community. Here all Friends have a part to play.

Min. 13 Questions and answers

In this session Martina and Liz have responded to our questions on the work of QCEA and helped us to understand better the challenges of bringing the Quaker voice to the various levels of the European institutions.

We have explored the topics of institutional development, the European Union budget, work on Israel/Palestine, peace-building and relations with other faith-based NGOs.

We have been deeply impressed by the range of activities and the importance of this Quaker witness. We thank Martina and Liz for being with us throughout this weekend, and for sharing the context and the content of their work with us.

Min. 14 Closing Minute

We record our thanks to Dunblane Friends for being our hosts at this GM, and look forward to meeting again in Montrose on 5 March.

Robin Waterston
Clerk

**Scotland General Meeting
Archive Group**

Archiving policy for Scotland's Meetings

This policy derives from the recommendations made to General Meeting (minute 8, March 2010) and which have been available on the General Meeting website since then.

Specific practices adopted under this policy should be based on the detailed advice and guidance provided by Friends House in *Meetings' Records* (these replace the earlier publication, *Your Meeting's records* and are available to download as PDF files from <http://www.quaker.org.uk/meeting-libraries-and-records>). Reference to the appropriate guide(s) is given at the end of each paragraph, but archivists should be familiar with the detailed guides.

1. Each Local and Area Meeting, together with General Meeting, should appoint an archivist whose role will be to carry out this policy in a manner appropriate to his/her Meeting. (Guide no.1)
2. GM should maintain a list of Friends willing to advise on archival matters who can help any Meeting which is unable to appoint an archivist. (Guide no. 1)
3. The archivist must be aware of the relevant legislation governing documents, their retention and storage and access to them. (Guide no. 3)
4. Paper records which are to be kept permanently should be on acid-free paper and kept in archival quality containers. If this is not feasible, good quality paper should be used and documents filed in ring binders. Plastic pockets and folders, if used, should be made of polyester. (Guide nos. 4 and 7)
5. Supporting documents (e.g., correspondence) should be attached to the relevant minutes. Loose documents, i.e., those not associated with a minute, should be stored in archival boxes or folders, with an index or contents list. (Guide no. 5)
6. All files of documents should be indexed appropriately and to at least a basic standard which will act as a finding aid for specific documents. This will be the job of the Archivist (or whoever is willing to advise). (Guide no. 5)
7. Once a suitable number of paper documents have accumulated, they should be bound as a single volume, together with an index and a clear label of the contents. "Suitable number" will take into account the number of pages and the size of such a bound volume. Springback folders are preferable to ring binders, but neither is especially secure, and binding is preferable. (Guide nos. 4 and 5)
8. Files, records, etc. should be stored in suitable accommodation which is dust- and damp-free. Confidential records should be stored in a locked filing cabinet. (Guide no. 4)
9. Records can also be digitised and stored on computers, CD-ROMs or USB memory sticks. These must also be stored properly, preferably with back-up copies which are held in a different location. There must be a clear back-up policy for digital records (i.e., how frequently a back-up is made). (Guide nos. 4 and 6)

10. Archivists should keep in mind the need to transfer digital records to new technologies as they become available. (Guide no. 6)
11. If it is considered appropriate (e.g. for a small Local Meeting which does not have the facilities for long-term storage), that Local Meeting's records should be sent triennially to the relevant AM, where they will be accumulated and transferred after 10 years to the National Archives of Scotland (see below).
12. A retention schedule for documents which meets legal requirements should be developed and held by the archivist and the Meeting Clerk. It will list the records produced and the length of time for which they must be retained by the Meeting. It will also list the action to be taken once the retention period has passed. A decision to destroy documents should not be taken lightly: it might be better to consider also depositing such documents with the National Archives of Scotland. If they are to be destroyed, confidential documents must be shredded or pulped. (Guide no. 2)
13. Area Meetings must decide which records can be made available to researchers (whether Friend or non-Friend) and under what the conditions. This will include the closure period, i.e., the period within which access to records is not permitted, questions of copyright, etc.. Requests to use records should be made to the archivist. The closure period and conditions relating to closed records must be included when documents are deposited with the National Archives. (Guide no.8)
14. Documents more than 10 years old should be deposited with the National Archives of Scotland, at which point Meetings can consider whether they need to retain copies. Before documents are deposited, they should be bound (i.e., not deposited in ring binders) in sets of between 10 and 15 years worth. This will ensure that documents are not lost. (Note: Currently, the National Archives of Scotland prefers not to accept digital records. Archivists should monitor this situation until the National Archives announce that digital copies can be deposited). (Guide no. 8)

Robin Davis

Eva Deregowska

Paul Burton

November 2010