

**Minutes of the Mavisbank Trust Board Meeting
held at 5.00pm on Monday, 24th July 2023
as an online Zoom meeting**

Present:

Sarah Barron –Trustee and Chair
Charlie Cummings – Trustee
Simon Shackley - Trustee
Michael Steven – Trustee
Chris Lewis - Trust Advisor

ACTION

1. Apologies

1.1 Rhona Brankin and Ellen McCalman.

2. Minutes of the Board Meeting held on 12th April 2023.

2.1 The minutes of the 12th April 2023 Board meeting were approved as a true record.

3.0 Matters Arising

3.1 There were no matters arising.

4.0 Landmark Trust Mavisbank House Project Update

4.1 SB spoke to her report about the Zoom meeting that she and CL had held on the 30th June 2023 with Ross Ingham of Ingham Pinnock Associates who were the lead consultants for the Landmark Trust's Mavisbank House project. Although good progress had been made and a new professional team appointed everything still hinged on the grant application to the NHMF being successful.

5.0 Development of the 'Friends of Mavisbank'

5.1 HES/LT Feedback - SB said that there has been no negative feedback from either organisation on the Trust's proposals to develop a Friends Group. Both seem happy with the idea at this stage.

5.2 Promotional Leaflet - It was agreed that the proposed Friends promotional leaflet would be an A4 trifold design and SS offered to prepare a first draft. Once produced he would circulate several different designs for everyone to make comment on. He suggested using the free online design tool CANVA to produce the leaflet as this would allow easy access for trustees to collaborate and he would also look into creating a

QR Code so that people could easily access Friends information on the Trust's website. **SS**

5.3 CL said that he had already set up a Friends email address and MS said that he would look at sharing the content of the leaflet across media platforms, such as Instagram, WhatsApp and Facebook. **MS**

5.4 Constitution and Membership Document - SS agreed to work on the existing document so as to have something that could be put onto the website by the end of September. **SS**

5.5 Friends Launch Event - It was agreed that the initial launch of the Friends should be on 9th September at the Midlothian Doors Open Day which was being organised by Sheena Devlin of Midlothian Council. The Mavisbank event was being hosted by HES with the help of the Landmark Trust. It was agreed that SB would contact Sheena and Pauline Megson to see if the Mavisbank Trust could take part. Also, other local organisations such as the Esk Valley Trust and Lasswade Civic Society should be informed that a Friends Group was being launched. It was noted that the Friends leaflet would need to be ready in time for the event. **SB**

5.6 Trust Website – CL said that although people were being directed to a dedicated Friends page the whole Mavisbank website needed to be updated as well as information and other features regularly posted in order to attract more interest. MS pointed out that the website infrastructure was very old and in reality a complete overhaul was needed. **MS**

6.0 Potential early project activities and fund-raising

6.1 It was agreed that there would be no charge to join the Friends of Mavisbank but that there should be one for Associate and Corporate membership. Organised events could be used for fund-raising by asking those attending for donations. This could be done easily through the Trust's Just Giving page which would also allow Gift Aid to be claimed.

6.2 Events such as guided history, veteran tree or bat walks and a foraging afternoon were suggested as possibilities. CL pointed out that the waiting lists for guided walks that had been previously over-subscribed would provide potential contacts for new events.

6.3 It was agreed that an Activities Programme should be drawn up to present to Pauline Megson and HES so that they could assess what was being proposed by the Trust so as to begin the process of producing a Memorandum of Understanding. **CC**

7.0 Financial Update

7.1 CL presented the Trust's Income & Expenditure Account as of 30th June 2023. There had been very little financial activity since the beginning of the current financial year and there was a current balance of £978.

8.0 Social Media Update

8.1 MS circulated a paper outlining recent activity on the Trust's various social media platforms and usage of the website, Facebook and Twitter. Most posts related to the announcement in April about the proposals of the Landmark Trust to restore the House.

9.0 Any Other Business

9.1 CC said that he had been approached by the Loanhead Family History Society who had asked if one of the Mavisbank Trustees could give a 45 minutes talk in September on Mavisbank. SS very kindly volunteered to do so. **SS**

9.2 CL said that he had been contacted recently by a gentleman whose great great grandfather, Graeme Mercer, had purchased Mavisbank from the Clerk family in 1815. He was soon to host an Australian author who had written a book on Graeme Mercer and his activities in India and Australia and had asked CL to help with the arrangements for a private visit to Mavisbank. **CL**

10.0 Date of Next Meeting

The next Meeting of the Board of Trustees would be in October and SS would send out a Doodle Poll with possible dates as soon as possible. **SS**