

Incorporation of Bakers of Glasgow
Draft minute of the Combined Meeting of the
Trade and Master Court held on Wednesday 16th May at 6.15pm
Within the Robert Adam room in the Trades Hall

No objection was raised ,therefore the Trade and Master Court meetings were combined
In the absence of the Deacon, the meeting was chaired by Late Deacon Jamie Dobson.

PRESENT

Late Deacon Jamie Dobson, Collector Scott Anderson, Late Collector Liz Reidford,
Ex Deacon Anita Brown, Ex Deacon Robert Holmes Henderson, Gordon Reidford,
Maureen Blacklaw

Ex Deacon Sir Michael Bond, Pippa Johnston, Nadia Whitmore, John Primrose, Alasdair
Primrose, Sophie and Jack Primrose
Katrina Tilston, Assistant Clerk

INTRODUCTIONS

The Late Deacon welcomed everyone to the meeting and commented that it was good to
see some new members at the meeting this evening. He explained that in the Deacon's
absence he would be chairing the meeting.
The Late Deacon also advised that the Primrose family who were in attendance were
unable to stay for the whole meeting and so therefore the running order of the agenda
would be changed slightly to allow Sophie and Jack Primrose to take the oath and sign
the Long Roll at the start of the meeting.

The Late Deacon confirmed with all present that there was no objection to the Trade and
Master Court meeting being combined.

APOLOGIES

Deacon Rose Mary Harley
Ex Deacon Norman Fyfe
Silvia Ciferri
Ex Convener Malcolm Wishart
Ex-Convener Blair Agnew
Alan Granger
Captain John F Dobson
Neil Galbraith
Lisa Ross
Jason Ross
Jim Gibson
Ken and Jill Gibson
Imam Rawazi
Ex-Deacon Robert Robertson
Douglas and Gail Fleck
Alan Fyfe
Morna Black
Stuart McQuarrie
Paul Boyle
Graham Davidson
Anne Dobson
Shabir Beg

**NEW MEMBERS
OF TRADE –**

The following members completed the joining process specified in the Rules and Byelaws
by taking the Oath of Membership:

OATH	<p>Pippa Johnston Sophie Elizabeth Primrose Jack Lawrence Primrose</p> <p>The Oath of Membership was administered by the Late Deacon.</p>
NEW MEMBERS OF TRADE – SIGN LONG ROLL	<p>The following members signed the Long Roll: Pippa Johnston Sophie Elizabeth Primrose Jack Lawrence Primrose</p> <p>The following took the Oath of Office to the Master Court: Gordon Reidford</p>
NEW MEMBERS of the MASTERCOURT – OATH	<p>The Oath of Office was administered by the Late Deacon.</p>
DEATHS	<p>The Assistant Clerk confirmed that there were no deaths to report.</p>
MINUTE OF LAST TRADE AND MASTER COURT MEETING	<p>Approve the minutes of the last Trade and Master Court meeting, held on 21st February 2018. These are available on the Bakers’ page of the House website (www.tradeshouse.org.uk) under ‘meeting papers’.</p> <p>Proposed by Collector Scott Anderson and seconded by Late Collector Liz Reidford.</p>
MATTERS ARISING FROM EITHER MEETING	<p>None.</p>
GOVERNANCE (Master Court)	<ol style="list-style-type: none"> 1. First review and endorsement of 2018 Revision of Rules and Byelaws. The late Deacon advised that as per the rules and byelaw the second review of the Revised Rules and byelaws will take place at the Lammas meeting. There have been a couple of amendments, including the clerk no longer required to be legally qualified to take the role and the section relating to apprentices has been removed. The Late Deacon advised that the correct name for the Trustee Investment Act 2005 is the Charities and Trustee Investment (Scotland) Act 2005. 2. The Late Deacon advised that the changes to the dates of Trade and Master Court meetings from December, March and June to November, February and May were approved for the required second time at the Trade meeting in February and subsequently by the Clerk to the House. The next step is to send the change to OSCR 3. Recommendation and progress on future clerking arrangements The Late Deacon advised that he has been working hard on this since the last Master Court meeting, however we are not as yet in a position to make a firm decision as options to the current arrangement are still being investigated. The Late Deacon explained that the current arrangement is that the Trades House office provides a clerking function for both finance and administration and that Cook and Co are the independent examiners. There are currently three proposals: <p>The first proposal is that we appoint a clerk to be the overall clerk and who would carry out the finance tasks, Katrina will continue with the administration, capitalising on the excellent work she has done so far. Cook and Co would continue to be independent examiners. The Late Deacon confirmed that there would hopefully be no increase in cost to the Incorporation; in fact it may reduce costs. He also advised that he has had correspondence and a meeting with the CEO of the House and he is waiting on the CEO announcing whether this split in duties is feasible and what the resulting costs would be.</p> <p>The second option would be to move the whole clerking service to an external</p>

clerk, the Late Deacon advised that he has approached two clerks who are ready to take on the services for the Incorporation and this may be a decrease in costs to the Incorporation.

The Third option is to remain with the status quo as it is at the moment and make no changes. However the problem is that whilst we are receiving an excellent accounting service, we do in fact only need an adequate service and therefore paying a high price for a service we do not need.

Ex Deacon Robert Holmes Henderson commented that the clerking function has been discussed before and must be reviewed as the cost of the function to the Incorporation is too high in proportion to the income and spends.

Late Collector Liz Reidford asked if this happening with other trades? The Late Deacon advised that he is unable to comment on what other trades are doing.

Ex Deacon Anita Brown commented that the accounting standards currently provided by the House are not required to the level that they are currently being done due to the work completed by Quilter Cheviot.

The Late Deacon advised that we need to have new clerking arrangement known and the relevant people nominated at the Lammas meeting which is the next scheduled meeting, as approval is required at the Choosing meeting in September, however we are not in a position to make a decision today. Therefore there may be a need to have an additional meeting before 22nd June; however it may be possible for this to be done by email.

A provisional date of 13th June has been set for the meeting. The Late Deacon advised that he will prepare the paper for this. The Late Deacon will arrange to speak or meeting with the House CEO as soon as possible.

4. Progress report with:

a) Safeguarding

Maureen Blacklaw advised that she had been asked by the Late Deacon to draft a Safeguarding policy for the Incorporation and explained the reasons why she had been asked to do so.

Draft copies of the policy and Maureen's notes were handed to all members present and Maureen discussed the documents. She advised that we need a named person and a deputy to whom a vulnerable person could report to should there be a need.

Ex Deacon Anita Brown and Late Collector Liz Reidford explained the definition of a 'vulnerable' person as this does not mean a person has a physical or mental disability.

Maureen recommends that the Incorporation appoint a female and a male person and advised that the policy is a 'revolving policy' as would be updated as and when the named people change.

Maureen has asked if everyone can take a copy of the draft policy and her notes and come back to her with their comments and recommendations.

The Late Deacon has asked if comments can be made by 15th June at the latest so that Maureen can have the final draft of the policy completed by 1st July.

Actions:

Katrina to send both documents electronically to the Master Court.

The Master Court to provide comments and feedback to Maureen by 15th June.

Final draft policy to be completed by 1st July.

b) Apprentices (Jason and Lisa Ross) – as Lisa and Jason Ross were not present,

there was no update provided.

LOCATION OF ARTEFACTS

The Late Deacon gave an update on this and advised that Ken Gibb, the House curator has been ill however he has confirmed that the boxes have been ordered but currently no update as to whether these have been delivered as yet so that we can store the artefacts. The Late Deacon advised that there is a lot of catching up required as there is lots of engraving to be done. He explained that the Master of Artefacts, Ex Deacon Robert Holmes Henderson is arranging proposals as to what needs to be insured. As the artefacts don't leave the hall and are irreplaceable. He advised that the insurance company won't pay out for current missing items as we are unable to confirm that the item was there initially and exactly when it went missing, therefore as we are unable to provide this information a claim cannot be made. Therefore we may be able to reduce the insurance premium.

DEACON'S REPORT

The Deacon reported that she had attended 1 Trades House meeting in March.

She and Late Deacon Robertson made a house call to two of the Trades House beneficiaries, of whom the Bakers had been allocated two. She and the Late Deacon brought gifts for the woman they visited.

In late February, as a member of the Chain Gang, she was a guest at the Choosing Dinners of the Barbers, Fleshers and Maltmen, who for the first time in many years, held their dinner in the Hall. The postponed Coopers dinner eventually took place in late April. She also attended the Tailors' Box Opening/ Trade Event. She had invited designer and couturier Spencer Railton as her guest. The colleges' tutors knew who he was and were very keen to meet him, and encouraged the students to also speak to him.

The Gardeners had held their annual floral show, which the Deacon supported.

She had been invited to the Big Commonwealth Lunch in Edinburgh City Chambers, to celebrate the many successes of the Commonwealth. It was attended by the Minister for International and External Affairs.

She and the Deacon Convenor had been invited by MC member Shabir Beg, to attend a seminar and dinner on homelessness by a Shia Muslim group, held in the City Chambers in Edinburgh.

The first female Deacon Convenor's portrait was unveiled on 17th March. The Deacon had been asked to find an easel that was sufficiently large and strong enough to support the portrait. After much searching the GOMA agreed to lend one, and as a result the unveiling by the Lord Provost appeared professional and appropriate.

The Deacon, Clerk, Collector and Ex Deacon Brown assembled to discuss the position of Clerk to the Bakers, the result of which is still under discussion.

The Commonweal Awards is a source of great pride for the House, and as a representative of the Bakers, the Deacon attended.

The Bakers Box Opening/ Spring Event was held on 13th April. While not well attended by members (25), it was greatly enjoyed by everyone. Collector of The House and Ex Deacon Reidford gave a highly entertaining presentation on Tunnock's, and brought lots of samples. Close Shave Barbershop Chorus provided the entertainment. £247 for the Kinship Care Initiative was raised through a raffle, auction and the sale of tablet made by Ex Deacon Holmes Henderson.

As a member of the North Parish Washing Green Society, the Deacon attended the AGM, held in the City Chambers.

The Gardeners held their annual and very popular Gardeners Awards, celebrating the displays and skills of various organisations in Glasgow. As a member of the Chain Gang, the Deacon supported the ceremony.

The Deacon had been asked to assume the chairmanship of the Kinship Care Initiative, when Sir Michael Bond retired from the post on 14th May. She said she was delighted to be the custodian of the House's main charity, and has already held preliminary meetings with certain interested parties. Sir Michael will remain on the committee.

She has also been invited on to the committee and judging panel of the School Crafts Awards, and visited 3 schools to assess the work of the pupils, for possible inclusion in the final competition.

On 4th and 5th of May, the Deacon was a guest of Scottish Bakers, at their annual conference and gala dinner in the Crowne Plaza. It was a great honour for her to be invited to represent the Bakers, and she thanked Collector Scott Anderson, Training and Quality Manager for Scottish bakers, for arranging her invitation.

She attended the informative and enjoyable interior design seminar given by Dr Silvia Ciferri, of the Master Court, on 9th May, the proceeds of which would be donated to charity.

The annual Beneficiaries Tea Party was held in the Hall on the afternoon of 15th May. As the visitors to the beneficiaries, the Deacon and Ex Deacon Robertson attended this happy occasion.

There were no questions or comments raised on the Deacon's report.

HOUSE MATTERS

The management accounts for the 3 months up to the end of December 2017 were accepted.

The Audit Committee reviewed the various Committees of The House. The group stipulated that the various committees must meet regularly and be quorate, which was not happening in certain committees, and which caused them concern. They were also concerned about the poor attendance at some meetings, but welcomed the initiative of the Governance Group to address this matter.

They noted that some committees had a heavier workload than others, and commended their efforts to ensure action points were carried out. However, the matters raised in the Committee did not always correlate to the actions subsequently discussed and authorised by the Committee. Henceforth, committees would provide an appendix to their minutes providing an update of actions carried out, together with an updated note of costs and also include any unexpected additional items.

The Letter of Representation (written by and on behalf of the Trades House Trustees disclosing to the Auditors any matters that may be of relevance in connection with the audit of the financial statements of the House and the operating subsidiary company), is an important document and the members of the House, as charity trustees, must read the draft letter carefully each year before consenting to its approval.

The Risk Register was reviewed and found to be a fairly comprehensive, covering the

foreseeable risks which the House may face; House, financial, compliance and operational. The Audit Committee assured the House it would endeavour to assist the Chief Executive and Platform in identifying potential risks, such as in the areas of cyber security, data protection and fundraising practice.

The Chief Executive's five-year *business plan* was found to be reasonable and realistic and no material comments were made. However necessary added expenditure had cut the 2017 forecasted surplus from £70K to £35K. The added expenditure included increase in water rates, legal fees, website development, bank charges, and depreciation.

The Kinship Care Initiative Committee updated The House on the progress it was making. It was currently giving support to Voluntary Tutors Organisation, which organises homework classes, and Geezabreak, which offers 11-week courses on social policy, health, sexual health, first aid, anger management, alcohol and drug abuse etc.

The new central heating and air conditioning systems are now fully operational throughout the Hall.

There were no questions or comments regarding House Matters.

CHOOSING DINNERS

Dates for the Choosing Dinners from 2018 -2023 have been set. These are:

Thursday 25th October 2018
Thursday 24th October 2019
Thursday 22nd October 2020
Thursday 28th October 2021
Thursday 27th October 2022
Thursday 26th October 2023

FINANCE

Investments

The Bakers' investment manager and Late Deacon's Predecessor, Anita Brown, presented her investment report to the meeting.

She intimated that as at 16th May, 2018 the market value of the portfolio was £680,606, which produced income of £15,176, equivalent to a yield of around 2.23%. The comparative value at the last meeting in February was £657,966.

The Ex Deacon gave an overview of the market and handed round up-to-date valuations and a Portfolio Summary page summarising the values and investment objective for the portfolio.

The Ex Deacon spoke in detail about the construction of the portfolio, risk, and the diversification across different asset classes, stocks and geographical areas in line with the Incorporations investment objective of Capital Growth and Income within a medium risk tolerance. The members found the explanation useful and confirmed that the existing strategy should continue.

Income of £3,000 is withdrawn from the portfolio each quarter to support the Incorporation's charitable works and the meeting confirmed that this should continue. A capital withdrawal of £2,000 was made in February to support payments which had to be made and, following Collector Scott Anderson's report, he indicated that the plan was for this to be put back into the portfolio in due course.

There was a discussion about investment restrictions and whether there should be any. The

Ex Deacon spoke about investment restrictions and ethical restrictions, reminding the meeting that any restrictions should be for the Incorporation, rather than personal preferences. There was a further discussion and the members confirmed that no restrictions should be placed on the management of the investments.

The Ex Deacon continued her report and indicated that due to the recent buoyancy in markets, that the exposure to equity stocks was currently overweight. Given the level of markets she recommended that this exposure be trimmed back, at the same time trimming back the holding of Allianz Gilt Yield Fund as she was looking at better opportunities in the fixed interest sector. The proposed sales were as follows:-

Amount	Stock	Value	Cost	Gain/(Loss)	Yield	Income
2,200	M & G Charifund	£35,924	£20,148	£15,776	3.7%	£1,329
20,000	Allianz Gilt Yield Fund	£36,600	£35,910	£690	1.2%	£439
360	BHP Billiton	£6,164	£7,085	£261	4.2%	£261
150	Diageo (leaving 225 shares)	£4,012	£1,580	£2,432	2.3%	£92
200	Glaxo SmithKline (leaving 370 shares)	£2,940	£866	£2,074	5.4%	£158
		£85,640	£65,589	£21,233	2.6%	£2,279

The Master Court confirmed that the sales should be carried out, and the Ex Deacon said that reinvestment suggestions would follow in due course.

The Portfolio Summary included a short market commentary, as follows:-

Market Commentary

Last week was a strong one for global equity markets despite the ratcheting up of geopolitical tensions, especially with Iran. As mentioned many times before, however, markets find it difficult to price-in political events until there is a certain outcome. The most obvious effect of the US pulling out of the nuclear agreement has been a rise in the oil price, reflecting the likelihood of embargoes on the sale of Iranian oil. Beyond that, it is very difficult to second-guess where this change in policy takes us. President Trump's style tends to set out a pretty extreme initial negotiating position, only to relax it a little as the process continues. We are beginning to see this with the ongoing trade spat with China. Unfortunately, events that once would have been discussed behind closed doors are now being aired on social media, making it difficult to distinguish posturing from hard facts!

The Late Deacon thanked Ex Deacon Anita for her continual work on the Incorporations Investments.

**Budget
(Master Court)**

The Collector reported on spend against the current budget agreed at the February meeting and presented for approval the budget for the Financial Year starting 1 July 2018.

The Collector advised that he has authorised payments to School Craft, Citizenship, Craftex,

Freedom and YES and Elizabeth Jones has confirmed that these payments have been made. The Collector and Late Deacon signed the cheque for the payment to YES this evening.

The payment to GMAA is not to be made.

The Collector advised that he will confirm with what is included in the 'Misc' section of the current budget and the proposed 2018/19 budget.

A discussion took place regards the donations made to Freedom as they are now officially a commercial operation and seem to be doing very well at the moment. The Collector has recommended that this payment should no longer be made to Freedom but used on a smaller enterprise that may be in need of financial assistance instead.

The Collector recommended keeping the surplus and not using it. The £2,000 borrowed from the portfolio must also be paid back and this should be done prior to the February Master Court meeting.

The Late Deacon congratulated the Collector on pulling together the proposed new budget and that an approx. surplus of 20% is ideal.

The Late Deacon advised that the end of financial year is the 30th June and that normally Elisabeth Jones goes on holiday at the beginning of July until mid-July which then doesn't give enough time before the Lammass meeting for the accounts to be prepared. The Late Deacon recommends that the Collector arranges to spend some time with Lis before the end of June and before she goes on holiday to prepare the accounts as we do not have to wait until 30th June to do this. The accounts need to be with the Master Court the week before the Lammass meeting which is on Wednesday 1st August.

**Bakers'
Awards
(Master Court)**

No new awards.

The Incorporation is to cover the cost of the membership of the Bakers to the two winners of the Bakers/Tunnocks award to be awarded at the networking event on May 21st.

The Master Court confirmed approval for this to happen.

MEMBERSHIP

Membership records – there are currently 446 members with no pending applications.

- a. 2 new members, Sophie Elizabeth and Jack Lawrence Primrose, have been admitted to the Craft and their certificates were engrossed with the Craft's seal. Ex Deacon Robert Holmes Henderson welcomed the two new members of the trade to the Incorporation as the Primrose family have been long standing members of the Bakers and he is delighted to see two younger members of the family joining also.
- b. Communication
 - a. Facebook page. Scott Anderson, coordinator, updated the meeting on the use of the Facebook page. Still a very low following however we have been posting all events sharing the link through the Scottish Bakers Facebook page. He has asked if everyone can like and share the Bakers facebook page.
 - b. The Bakers' History is being published on the Craft's page of the House website. The Late Deacon gave an update on where we are up to with this, for the benefit of the new Master Court and Trade members. He also explained the reasoning for the abstract of decisions which appear at the end of the minutes, and that his task going forward is to go through all the

minutes before 2016 and to identify and extract actions and decisions made.

**BAKERS
TALENT
TASTERS**

The Collector advised that he was unable to provide an update on this at this meeting.

**NETWORKING
EVENING**

This will take place on Monday 21st May at the City of Glasgow College, 6.00 for 6.10pm

Confirmed speakers are:

Collector of the House, Bruce Reidford

Prof Maurice Taylor CBE, proprietor, Holiday Inn Hotels

Mr Brian Dick, proprietor, The New Chocolate Company

Mr Alasdair Smith, CEO, Scottish Bakers

Collector Scott Anderson, Training Manager, Scottish Bakers

**REPLICA
CHAIN**

The Deacon and Clerk held a meeting with George McNeillie, Head of School, Creative Industries, on 6th February. He had hoped to involve tutors from Jewellery and Smithing departments, however, both were unavailable. He suggested that he could have the replica ready for display at Craftex in early June. The Clerk advised that he could provide the die for the chain's links. George McNeillie said he would send us a minute of the meeting, but did not. Not having heard from him, the Deacon decided not to contact him again because of the upcoming exams, and Easter holidays. She will speak to him again at Craftex.

**SUCCESSION
PLANNING**

Nominations for office bearers and Master Court membership will be required by the end of June for consideration at the Lammas Meeting.

The Collector advised that he is to remain as Collector.

**SPRING
SOCIAL EVENT
2018**

Although only 25 attended, the Spring Social Event/Box Opening was deemed a success, in terms of the positive feedback and comments from the attendees. Collector of the House Bruce Reidford delivered a highly enjoyable presentation of Tunnock's and provided lots of samples of their products. Murrin Reidford and Close Shave barbershop chorus entertained with a variety of popular songs. The cost of the entertainment at £250.00 was too much for the numbers who attended. The Deacon had expected around 40 people which would have spread the cost somewhat. The profit from the tickets, raffle, auction and the sale of Ex Deacon Holmes Henderson's tablet, allowed us to pay for the buffet and Close Shave, and we made a profit of approx. £247.00 which will be donated to Kinship Care.

Chocolate Tasting Event

**SOCIAL
EVENTS**

Friday 25th May 7.15pm

Room 7.02, Graham Hills Building, Strathclyde University

Tickets £25 which will include a box of chocolates at the end of the evening from the New Chocolate Company.

Tour Guide Training session

Tuesday 19th June 6.30-9.00pm Trades Hall

Summer Ball

Saturday 23rd June 2018

Trades House Bowls Competition

Saturday 30th June 2018

Thankerton Bowling Club, near Biggar

Glasgow in London Dinner
Tuesday 11th September 2018

AOCB Discussion took place regards the recent requests from Aberlour and why we were unable to assist.

REVIEW OF ACTION GRID The action grid was reviewed and updated.

DATE OF NEXT MEETING Wednesday 13th June - this will be further confirmed once the Late Collector has had a discussion with the House CEO regarding the clerking arrangements, if possible it will be done via email.

Wednesday 1st August – Lammas Court meeting
6.15pm within the South Gallery

Abstract of decisions:

- 1. The Master Court agreed for the cost of the membership fee for the two winners of the Bakers/Tunnock award to be covered by the Incorporation**

Action Grid

Updated to 21/02/2018

Notes:

Action no: month/year/meeting type/sequence number of action placed that meeting.

Actionees named to avoid confusion when actions run over from year to year.

Updates to be dated.

Status. Actions to be shown as completed for one 'round' and then removed.

Action No	Subject	Actionee	Update	Status
3/12/16/MC/4	Bakers Membership records – once files are delivered to the office KT will update DOB	J Dobson / Assistant Clerk	<p>11/16</p> <p>Will be complete by end of June 2017</p> <p>06/17</p> <p>The Deacon will make a date with House support to get together and review</p> <p>08/17</p> <p>This is still in progress however may need to be carried over to next year for it to be fully completed</p> <p>22/09/17</p> <p>This is still in progress</p> <p>21/02/2018</p> <p>This is now complete</p> <p>16/05/2018</p> <p>Katrina has started to upload all paper membership forms onto the Bakers' section of the Trades House shared drive. Once this is completed the originals will then be destroyed.</p>	Ongoing
11/16/MC/2	Investigate publishing the Bakers' book on a Wikipedia page	Late Deacon Dobson	<p>Pages are established, it now needs to be populated, Deacon Jamie Dobson to report at next meeting in August.</p> <p>08/17</p> <p>This is still ongoing.</p> <p>22/09/17</p> <p>This is still ongoing and Late Deacon Dobson provided an update during the Master Court meeting.</p> <p>21/02/2018</p> <p>This is ongoing and the Bakers' book will be</p>	Ongoing

Action No	Subject	Actionee	Update	Status
			<p>uploaded to the House website</p> <p>16/05/2018</p> <p>This is ongoing, the book has been uploaded but not published on the website, and the next step is to add in the photographs.</p>	
11/16/MC/4	Arrange actual date for the Networking Event. Interface between Incorporation and the industry	Collector Scott Anderson	<p>06/17</p> <p>Master bakers dinner attended by Deacon Jamie Dobson was really good, but highlighted that we don't interface with the industry effectively at the moment.</p> <p>Ex Deacon Rose Mary Harley updated Scott Anderson on the background of previous networking events and the committee discussed why these have not been successful</p> <p>Scott Anderson will take this forward and Katrina Tilston will send Scott information on the application process for next year's GMAA (formerly MOMA).</p> <p>The Deacon also advised that the Incorporation of Bakers do have an apprentice category however we have none at the moment.</p> <p>The committee agreed that it would be a useful piece of work to investigate further interfacing with the Incorporation and the Industry.</p> <p>22/09/17</p> <p>This is still ongoing</p> <p>21/02/2018</p> <p>Lisa Ross to arrange a date in May for the Networking evening.</p> <p>16/05/2018</p> <p>Now is now complete.</p>	completed
11/16/MC/5	Search for artefacts	Deacon Dobson	<p>Target date Lammas meeting</p> <p>08/17</p> <p>The Deacon and Ex Deacon</p>	Ongoing

Action No	Subject	Actionee	Update	Status
			<p>Robert Holmes Henderson to arrange a date in September prior to the Choosing Meeting to undertake this.</p> <p>22/09/17 This is still ongoing.</p> <p>Late Deacon Jamie Dobson and Ex Deacon Robert Holmes Henderson conducted two searches on 01/09 and 19/09 to locate artefacts.</p> <p>Late Deacon Jamie Dobson will contact insurance company with the items that cannot be located</p> <p>21/02/2018 This is still ongoing. Late Deacon Dobson gave an update regards the artefacts. We are waiting on a delivery of a euro crate in which the artefacts will be stored securely.</p> <p>16/05/2018 This is ongoing, and an update was provided during the meeting.</p>	
3/17/MC/2	<p>Replica Chain Acquire Quotations</p>	<p>Deacon Harley /Late Deacon Jamie Dobson</p>	<p>08/17 Meeting to be arranged with George McNeillie to obtain price and take mould. Colleges currently on summer break.</p> <p>22/09/17 This is still ongoing, however Deacon Harley has again spoken to G McNeillie.</p> <p>21/02/2018 This is still ongoing.</p> <p>16/05/2018 George McNeillie suggested the replica chains would be ready for Craftex, at a meeting with the Clerk on 6th Feb. Since then he has been occupied with college business.</p> <p>Post meeting update: George McNeillie has contacted the Deacon to advise he hopes to</p>	Ongoing

Action No	Subject	Actionee	Update	Status
			get this organised after the Summer Break and apologies for the delay, however the college has had a lot of projects on this year.	
2/18/MC/1	Defibrillator Training	Ex-Deacon Brown /Assistant Clerk	<p>21/02/2018</p> <p>The Assistant Clerk to ensure that all necessary equipment is brought to the MC meeting on 16th May for anyone wishing to have first aid training.</p> <p>Ex Deacon Anita Brown to conduct Defibrillator and First Aid training to any members after the MC meeting on 16th May.</p> <p>16/05/2018</p> <p>No one was able to stay for the training, however the Collector has expressed interest and so another date may be arranged.</p>	Ongoing
2/18/MC/2	Talent Tasters	Collector Scott Anderson	<p>21/02/2018</p> <p>The Collector to speak further to the CEO of Scottish Bakers' about the Talent Tasters.</p> <p>16/05/2018</p> <p>This is ongoing.</p>	Ongoing
2/18/MC/3	Fundraising for the Incorporation	Collector Scott Anderson	<p>21/02/2018</p> <p>The Collector will investigate new methods of raising funds for the Incorporation.</p> <p>16/05/2018</p> <p>This is ongoing.</p>	Ongoing
2/18/MC/4	Incorporation of Bakers Facebook page	Collector Scott Anderson / Assistant Clerk	<p>21/02/2018</p> <p>The Collector to contact all members to request that they like and share the Baker's Facebook page.</p> <p>16/05/2018</p> <p>This is now completed.</p>	Completed
5/81/MC/1	Safeguarding policy	Maureen Blacklaw / members of	<p>16/05/2018</p> <p>All members of the Master Court to provide comments</p>	

Action No	Subject	Actionee	Update	Status
		the MC	and feedback on the first draft version of the Safeguarding policy by 13 th June. Maureen to have final draft in place by 1 st July.	

DRAFT