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|  | **THE HIGHLAND GEOLOGICAL SOCIETY**  Scottish Charity No. SC004427 |

**Minutes of Committee Meeting held on 20 October 2016 at 12 Island House, Inverness.**

**Present**: Alan Thompson (Chair); Alison Wright (Secretary); Rhona Fraser (Treasurer); Anne Cockroft; Andy Leggatt; Ann Reynolds

**1. Apologies**

John Adamson; Eddie Lynch; Stephen Young

**2. Previous Minutes and Actions Arising**

The minutes of the previous meeting were approved. All actions arising had been dealt with except as carried forward onto this agenda.

Alison had been delayed by traffic and the agenda items were taken out of sequence.

**5. Final Risk Assessment forms/procedure**

Revised forms had been circulated. It was suggested that the procedure should ask for printed names rather than signatures on the lecture attendance list, and that a few more lines could be added to the field trip attendance list. Subject to these minor changes, the procedure and forms were approved.

**Action ART**

**4. ‘Sale’ of surplus books**

Anne outlined alternative two methods of allocating the books to those expressing an interest in them, and these were discussed. Note that this is not a sale or auction of the books for money. The intention is to distribute the books fairly to members, who may choose to make a donation if they wish. It was agreed that:

A list of the books along with the ‘rules’ for expressing interest in them would be included in the next Newsletter. For these purposes, couples express interest as separate individuals.

Once the deadline has passed and all expressions of interest have been received by AMC, she will follow her procedure to determine who gets what.

Any remaining books will be taken to a lecture meeting for members to take if they want.

Any finally remaining books will be given to a charity shop.

**Action AMC**

Alison then joined the meeting.

**3. Future programme of events**

A possible longer trip in 2017 was discussed. The committee decided on Islay for 2017, and suggested Shetland for 2018.

*Islay*

For the Islay trip a provisional week 6-13 May 2017 was suggested. The new guide book means that a self-led week is realistic, but it would be good to involve one of its authors, perhaps David Webster who is thought to live on or at least be a frequent visitor to the island. Accommodation was also discussed, options being shared house(s), youth hostel, or camping/camper van. The main campsite is at Port Charlotte so ideally any other accommodation should be nearby to help keep the group together.

We need to find out how many people would be interested, and a note will be put into the next Newsletter. It will also be mentioned at the next lecture meeting on 9 November.

Ideally we need a volunteer to organise the trip as it is unlikely that Alison will be able to attend.

**Action AJW/All**

*A ‘High Profile’ Event*

Alison has continued to progress this, based on a lecture on Wednesday 12 April. The scale of event, costs, risks to the Society, and possible locations were discussed.

It will need to be publicised (perhaps via other societies’ mailing lists), numbers will need to be managed (booking?) and a suitable size venue will be needed. Smithton church hall was suggested as being big enough (for 300?) and having good audio-visual equipment. There are also the speaker’s costs (hotel and flights) to consider. We would need to charge say £5 to non-members. After a good discussion it was concluded that we would if possible like to go ahead with such an event, and Alison was asked to investigate and if possible begin to firm up some of the details, and keep us informed.

**Action AJW**

*Summer Programme 2017*

Various ideas and possibilities were discussed and noted by Alison, who will begin to follow these up.

**Action AJW**

*Winter Programme 2017/18*

Although it seems a long way off, nothing is planned as yet, and Alison asked for some suggestions.

**Action All**

**Agenda Items 6 and 7**

There was insufficient time to discuss these items, which are carried forward to the next meeting. The next meeting will be convened when there is sufficient progress on some of the matters actioned above.

Thanks to Rhona for the use of her flat for the meeting.

ART/21-Oct-16