James Watt Special Dummy Project
11 The Square
Roundtown
G99 9EG

MINUTES OF MEETING

MINUTES of the meeting of the Directors of the James Watt Special Dummy Project held at the Gourock Pavilion on Tuesday 23 June 202X at 1845 hours.

PRESENT

E MacDonald	Chair
A Hussein	President
B Chan	Secretary
M Black	Team Leader
J Khan	Depute Team Leader
P Schmidt	Chief Accountant
T O'Neil	Sub-Projects Co-ordinator

IN ATTENDANCE

J McCurry
D Frazer

1 APOLOGIES

An apology was received from R Patel

2 MINUTES

The Secretary read the Minutes of the meeting held on 21 March 202X. J Khan pointed out that he was present at that meeting and after the Secretary had amended the Minutes they were signed by the Chairman.

3 MATTERS ARISING

M Black raised the question of arrangements for the Voting System and was assured that they were well in hand. The completion date had been set for 15 August as agreed at the last meeting. T O'Neil stated the sub-committee would provide a full report to a meeting to be arranged following the completion date.

4 PRESIDENT'S ADDRESS

The President commented on the excellent attendance and support leading up to the meeting. The President's address was read out to the meeting. It was agreed the address covered everything important and it would be published online by the Secretary within 30 days of the meeting.

5 CHAIR’S REPORT

The Chairman said that a full report of the company’s standing would be given at the next meeting. There had been a delay with printers that is now resolved.

6 TREASURER’S FINANCIAL STATEMENT

The financial statement to the end of January was tabled and confirmed.
P Schmidt said profits had increased as expected and costs had decreased due to new suppliers. T Black had requested a release of funding for team development. P Schmidt said this was included within the finances.

7 ELECTION OF OFFICIALS

A list of officials was tabled and accepted. Voting confirmed all officials as in place for the next financial year. B Chan confirmed the list would be available to the entire workforce via the intranet.

8 NEW MEMBERS

T O’Neil requested the installation of D Frazer as a new member of the sub-committee and a welcome letter sent. B Chan confirmed a letter would be sent by the end of the week.

9 SOCIAL EVENT

J Khan confirmed arrangements made for a special guest and plenty of humour for all to enjoy at the social event. Date and time to be confirmed. M Black congratulated J Khan for the planning of the previous event that saw a perfect day for all in attendance.
T O’Neil suggested an increase in rolls and pies for the next event. This was agreed by all at the meeting, P Schmidt confirmed additional funding would be available.

10 CONSIDERATION OF WORKING GROUP

B Chan stated a working group would assist the construction of a new building and advise directors as to the best options. A Hussein requested a formal proposal be tabled at the next meeting. B Chan confirmed a formal proposal was in draft and would be ready for the next meeting for further discussion.

11 SURVEY RESULTS

T O’Neil tabled a printout of the survey results and was accepted. J Khan asked if a full report could now be drafted for discussion at the next meeting. T O’Neil said the raw data did require an element of examination in the form of a report. The Chair suggested discussion should be postponed until the report is available to a meeting in a meeting prior to December.

12 AOB

M Black had stated traffic was horrendous and could cause future delays to the commencement of meetings, requesting an early start time to accommodate all business and to ensure a reasonable end time. This was agreed.

13 DATE/TIME OF NEXT MEETING

It was agreed the next meeting would be 21 October 202X at 1345 hours within the Pavilion Committee Room.

Chair …………………………………………………………

Date …………………………………………………………