

THE SCAPE TRUST
Registered in Scotland No. SC 216091

MINUTES of the THIRD ANNUAL GENERAL MEETING of the MEMBERS
St Mary's College Hall, St Andrews
10.30 am, Thursday, 24th June 2004

Present:

Dr Ben Ferrari (BF)
Dr Neil Galbraith (NG)
Dr Colin Martin (CM)
Diana Murray (DM)
Dr Anna Ritchie (AR)
Professor TC Smout (Chairman) *(TCS)*
RobinTurner (RT)
Captain Antony Wilks (TW)
Rod McCullagh (observer) *(RMcC)*
Tom Dawson (observer) *(TD)*

- 1 Welcome
- 1.1 The Chairman thanked the directors for attending the meeting and noted that a Director's Meeting of the SCAPE Trust would immediately follow the AGM.
- 1.2 He noted that resignations had been received from *Kevin Edwards*, for personal reasons, and from *Diana Murray*, due to her new appointment within the RCAHMS.
2. **Quorum and Notice**
Apologies were received from *John Scott*, *Professor Chris Morris* and *George McQuitty*. It was noted that proper notice of the meeting had been given and that the meeting was quorate.
3. **Minutes of the Last Annual General Meeting**
The minutes of the second Annual General Meeting of The SCAPE Trust (the Company), held on 25th June 2003, were approved.
4. **Matters Arising**
There were no matters arising.
5. **Directors Resignations and Appointments**
It was resolved, in accordance with the Articles of Association of the Company:
 - 5.1 to approve the retiral from office of four of the directors of the Company, representing one third of the directors.
Kevin Edwards
Neil Galbraith
Diana Murray

Anna Ritchie

tendered their resignations.

- 5.2 as an ordinary resolution, to appoint as directors of the Company the following members (both of whom have forwarded to the Company written notice of their willingness to accept such an appointment):

Neil Galbraith

Anna Ritchie

- 5.3 It was further decided that ***Robin Turner*** be appointed as Vice Chairman of the company.

- 5.4 Prof Smout thanked the outgoing directors, ***Kevin Edwards*** and ***Diana Murray*** for their services to the SCAPE Trust.

6. Chairman's Report

- 6.1 The Chairman noted that SCAPE projects were going well, and that details would be given in the directors meeting that would follow on from the AGM.

7. Accounts

7.1 Presentation of Accounts

The Accounts were presented to the Board.

RMcC noted that the current overhead of 6% charged to projects could be increased.

NG noted that SCAPE would find it difficult to expand due to a lack of profit.

TCS replied that future funding of the SCAPE Trust would be discussed under item 7 of the Directors meeting to follow the AGM.

- 7.2 The Accounts were duly accepted by the Board and signed by the Chairman.

8. Re-appointment of Accountants

The directors voted to re-appoint Messrs Minto, Finnie, Parsons, Turnbull, Chartered Accountants, as Accountants to the Company until the close of the next Annual General Meeting. It was decided to fix their remuneration at last years level plus a maximum 3% increase. This is provided that the level of activity of The SCAPE Trust remains the same as in the previous financial year.

9. AOCB

There was no AOCB

10. Date of Next Meeting

The date of the next meeting Annual General Meeting will be decided at the December meeting of The SCAPE Trust.

11. Close of Business

There being no further business, the Meeting closed.

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Chairman

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