

**CONVENOR BRIEFING NOTES FOR ANNUAL GENERAL MEETING**

**Meeting:** Annual General Meeting on Thursday 07 June 2012 at 12.30  
in room TG22, Scottish Parliament

Our Ref: EM R10 AGM Minutes 2012-06-07

**PRESENT**

Linda Fabiani MSP  
Patricia Ferguson MSP  
Kenneth Gibson MSP  
James Dornan MSP  
Drew Smith MSP  
Craig McLaren RTPI  
Pat Lally  
Jack Hugh RIAS  
Hamish Neilson Landscape Institute  
Marion Williams Cockburn Association  
Kim Karam Scottish Parliament

**APOLOGIES**

David Adams University of Dundee  
Jim Chapman Manchester School of Architecture  
Nigel Don MSP  
John Knight NTBCC  
John Lawson City of Edinburgh Council  
Deborah Mays RIAS  
Miles Oglethorpe Scottish Government  
Tavish Scott MSP  
Craig Stirrat Fife Housing Association  
Neil Baxter RIAS  
Jean Urquhart MSP  
Lewis Macdonald MSP  
Eugene Mullan RIAS  
Mike MacKenzie MSP  
Bob Reid RTPI

**1.0 Welcome, Present and Apologies**

Linda Fabiani MSP welcomed all present to the AGM of the Group. Linda outlined how on the basis of the number of MSP's present and the expressions of support/ apologies from MSP's it was clear that there is adequate support for the Cross Party Group on Architecture and the Built Environment.

Linda outlined how it was important to acknowledge the involvement and contribution of

a number of groups in support of the Group

- RIAS
- RTPI
- Built Environment Forum Scotland
- Architecture + Design Scotland
- Planning Aid for Scotland and
- Historic Scotland

## **2.0 Minutes of Previous Annual General Meeting, dated 26 May 2010**

- The minutes of the AGM Meeting on 30 May 2011 were available for consideration.
- These minutes were proposed by Jack Hugh and seconded by Pat Lally.

## **3.0 Matters arising**

- There were no matters arising from this meeting.

## **4.0 Annual Report by Convenor**

- Linda Fabiani outlined Group activity over the last year:
  - “Community Engagement in Planning” (29 Nov 2011) – 50 people attended
  - “Scotland’s Places – A Celebration”. (01 Feb 2012) – held in the Garden Lobby with approx 100 people in attendance, included a presentation by Minister for Local Government and Planning, Derek Mackay MSP.
  - “Lets talk about the new Architecture Policy” (28 Mar 2012) – 55 people attended
  - “The Value of Good Design (23 May 2012) – 40 people attended
- The dissemination of information from the Group meeting has been progressed through the following channels:-
  - Key points of meeting have been circulated by Linda’s office to all MSPs
  - Brief notes of meetings are circulated to all members of the Group
  - Brief notes of the meetings are posted on the CPG section of the parliamentary web page
  - Key points are circulated to supporting organisations for dissemination through their communication channels.
  - Articles in the Scottish Planner publication
  - Articles in the RIAS Quarterly Magazine
- There is an event arranged for 10.30 on Friday 17<sup>th</sup> August as part of the Festival of Politics titled “SCOTLAND - is there a THERE here ?”
- The dates of other future meetings to be arranged and information circulated.

## **5.0 Finance Report**

- Craig McLaren presented the accounts to 30 April 2012 with the key information as follows:
  - Opening balance                      £5.03
  - Total income                              £1,955.15

- Total expenditure           £1,195.98
- Closing balance               £759.17

There were no questions on the finance report.

- It was agreed to maintain the Group Subscription at £10/person/year. These funds are used to provide refreshments at the Group meetings.
- Secretary to issue a request for payment of subscriptions to all people on the Group Circulation List.

## **6.0 Appointment of Office Bearers**

Linda Fabiani confirmed that she is prepared to act as Convenor. Linda was proposed for the role of Convenor by Drew Smith and seconded by Patricia Ferguson. Linda's appointment was agreed.

Patricia Ferguson confirmed that she is prepared to act as Vice Convenor. Patricia was proposed for the role of Depute Convenor by Linda Fabiani and seconded by Kenneth Gibson. Patricia's appointment was agreed.

Treasurer –Craig McLaren current Director of the RTPI has confirmed that he is willing to stand as Treasurer. His election was proposed by Linda Fabiani and seconded by Patricia Ferguson. Craig's appointment was agreed.

Secretary – Eugene Mullan confirmed that he is happy to continue in this post. His election was proposed by Linda Fabiani and seconded by Craig McLaren. Eugene's appointment was agreed.

- Therefore the officer bearers for the group are as follows:
  - Convenor – Linda Fabiani MSP
  - Depute Convenor – Patricia Ferguson MSP
  - Treasurer – Craig McLaren of RTPI
  - Secretary – Eugene Mullan of RIAS

## **7.0 Any Other Business**

- There was a general discussion on topics for future meetings, the suggested topics were Procurement and Landscape issues

## **8.0 NEXT MEETING**

- The date of the next AGM has yet to be finalised and will be notified to all subscribing members in due course.

## **9.0 Official Close Of AGM**

- The Convenor thanked all those present and the meeting was formally closed at approximately 1pm.