



# Transform Scotland 2015 AGM

## MINUTES

Held 1 October 2015 at City Chambers, High Street, Edinburgh

### 1. Introduction

- 1.1. Phil Matthews, the Chair of Transform Scotland, welcomed people to the AGM. He confirmed that at least ten organisations were represented and thus that a quorum had been achieved and the AGM could go ahead.
- 1.2. None of the attendees had any comments or corrections for the minutes for the 2015 AGM. The minutes were thus approved by the AGM. There were no matters arising from the 2014 minutes.

### 2. Board Elections

- 2.1. Phil asked the AGM to note the current board composition. He explained that no board members were due for re-election this year.

### 3. Key Activities in 2014-15

- 3.1. Colin Howden summarised progress on a number of projects including those being taken forward by TRAC Transform Scotland's social enterprise. Activities included:
  - Consultancy for Edinburgh University to develop a student bike hire scheme
  - A report brochure for Sustrans three-year review
  - Assisting the Levenmouth Rail Campaign with public affairs and communication support
  - Transform Creative set up to provide design expertise to a range of clients in the not for profit and transport sectors, with work completed for Living Streets, Sustrans, and other NGOs and social enterprises
  - Transform Creative early work had assisted in delivering a new organisational website and cohesive brand for social media channels and key materials
  - 'Car-Free Tourism', a project for Sustrans, was delivered in Spring 2015
  - The 'Inter-City Express' campaign has continued, with ongoing interest from politicians
  - The 2014 'Warning Signs' report highlighted the negative trends in relation to the Scottish Government's headline goals for transport.
- 3.2. Work on active travel included support for Living Streets on Edinburgh 20mph and helping prepare the joint manifesto 'Scotland on the Move', for CTC Scotland, Cycling Scotland, Living Streets, Paths for All, Ramblers Scotland, and Sustrans Scotland.

### 4. Key Activities planned for 2015-2016

- 4.1. Colin Howden outlined planned activities for 2016. These would include:
  - Scottish Parliament elections

- National Transport Strategy Refresh
  - Continued development of the organisation's social enterprises (TRAC & Transform Creative)
  - 'Love the Bus' campaign (working title)
  - Arterial Cycle Routes project
- 4.2. Questions were taken and Dave De Feu (Spokes) asked about success in promoting the Car-Free Tourism project. CH responded indicating that although the web information was well received, further work was needed to engage organisations who remained focused on car-based access.

## **5. Financial Reports and Annual Accounts**

- 5.1. Lawrence Marshall, the Treasurer of Transform Scotland, summarised the annual accounts. He explained that the overall financial situation for Transform Scotland in 2015 differed from 2014 with overall costs and income rising. Phasing of expenditure against income from grants received in the previous year meant an overall deficit. However, this situation was specific to 2014/15 projects. Overall the organisation continued to comfortably meet its reserve target. If, as expected, targets from TRAC and Transform Creative were met the organisation would return to surplus in 2016. Further detail on income and expenditure was provided in the pie charts from the annual report.
- 5.2. The significant changes being: a decrease in fee income; a reduction in staff costs due to a sabbatical undertaken by staff member Jolin Warren; and an increase in grant income due to receipt of a grant to establish Transform Scotland's new social enterprise, TRAC. Overall the organisation remained in a satisfactory financial position, and that hopefully TRAC would help to diversify the income streams.
- 5.3. Clarification was sought on nature of expenditure leading to the deficit. Colin Howden explained this was activity supported the development of TRAC from a restricted grant received in 2014.
- 5.4. David Spaven asked about the lack of success in recruiting and retaining local authority members. Colin Howden explained that this had not been a priority given the lack of past success. The focus had instead been on commercial activities.
- 5.5. The AGM approved the accounts.

## **6. Close**

- 6.1. Phil Matthews closed the AGM and thanked the staff and volunteers for their work in 2015. Phil also thanked partner organisations for attending and their support during the year.
- 6.2. Calum McCallum was thanked for his 10 years of service as a board member and volunteer, and presented with a gift. He made a short speech of thanks.

Minutes: Stuart Hay, December 2015.

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