

These minutes share the main decisions and discussions from the SWI Board of Trustees meetings. To respect confidentiality, we have removed names, sensitive business information, and any topics that are legally or commercially private.

The purpose of these reports is to keep members updated while protecting personal privacy and the organisation's strategic interests. Please note that this is not a word-for-word record, but an approved summary of key points and agreed actions.

SWI Board Meeting – Minutes (Public Version)

- **Date:** 27th March 2025

Attendees

- Board Trustees (online)
- CEO (staff representative)

Apologies: 2 trustees

Opening

- The meeting was chaired by the Vice President.
 - No declarations of interest were made.
 - A trustee resignation was noted, and it was agreed that a formal response would be issued.
 - Recruitment campaign to fill the board vacancy will be progressed.
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Previous Minutes

- Minutes and action log from 3rd December were approved.
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Chair's Report

- Report delivered on behalf of the National President, covering the past four months.

- Updates included: board and staff strategy day, committee and peer group meetings, Presidents' Assembly, and Crichton events.
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CEO Report

Board Development

- Proposal to recruit two co-optees for 6–12 months to strengthen skills in enterprise, fundraising, and heritage. Approved by the board.

Strategy

- Updated Strategic Plan for 2025–26 launched at the Presidents' Assembly.

Website

- Tender process underway for new website, with launch planned for Autumn 2025.

Partnerships & Campaigns

- Expanding partnerships with universities, charities, and government.
- Exploring Scottish Parliament lobby reception in 2026
- Launching "Made with Love" campaign: members will knit items for families supported by HomeStart.
- Exploring collaboration with women's campaigning organisations on mental health and rights issues.

Membership Growth & Modernisation

- Planned launches in several regions.
- New digital membership numbers to replace cards and database pilot progressing.

Events & Staffing

- AGM scheduled for May 24 with contributions from members and guest speaker.
- Instead of one events officer, two new part-time roles will be created (membership development and events/income generation). Approved by board.

Heritage

- Project progressing with oral history training underway.
 - Volunteer coordinator role to be recruited
 - Engagement with National Lottery Heritage Fund
 - First NLHF report due in April.
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Finance

- Q4 accounts approved.
 - Staff cost-of-living increase agreed
 - Organisational structure and salary calculations to be updated.
 - Cost of living review will be revisited next year.
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Policies

- Minor updates to health and safety and mental health policies approved.
 - SWI policies remain under rolling review via SCVO membership.
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Risk Register

- No changes reported.
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Approvals and Actions

Approvals:

- December 2024 minutes
- Trustee recruitment
- Recruitment of two co-optees
- Annual Report narrative
- Recruitment of two development posts
- Minor policy updates (Health & Safety, Mental Health)
- Q4 accounts
- Staff salary increase

Actions:



- Formal acknowledgement of trustee resignation
- Updated organisational structure with salary calculations
- Extraordinary Board meeting to approve 2025 Annual Report and Accounts before the AGM

Scottish Women's Institutes SCIO SC053058 | Board Minutes (Public Version) | 27th March 2025