

SWI Board Meeting – Minutes (Public Version)

Date: 1st July 2026

Attendees

- Board Trustees (in person)
- Staff representatives

Apologies: 1 trustee

Opening

The newly appointed National President chaired the meeting and welcomed trustees.

- Introductions took place following the appointment of the new Board.
 - Trustees were reminded of their responsibilities regarding conflicts of interest and confidentiality.
 - No conflicts of interest were declared.
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Previous Minutes

- Minutes and action log from the previous Board meeting were approved.
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Chair's Report

- The President reflected positively on the first six weeks in office and thanked staff for their support during the transition.
 - Recent activities included attendance at centenary celebrations, national events and the Royal Highland Show.
 - The President highlighted strong member engagement, the commitment of volunteers and opportunities to promote the SWI and develop external relationships.
 - Continued engagement with federation peer groups and committees was also noted.
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National Office Bearers

- The Board considered the appointment of National Office Bearers from among the trustees.
- Following the appropriate nomination and voting processes, a National Vice President and National Treasurer were appointed.
- Both appointments received the support of the Board.

CEO Report

- The Board received an update on progress against the six-month strategic plan.
 - Preparations for the Members' Gathering are progressing, alongside continued work on governance, safeguarding, compliance and federation support.
 - Planning has commenced for the SWI's 110th anniversary in 2027.
 - Priorities for the coming months include responding to the membership survey, delivering national events, progressing funding opportunities and maintaining organisational performance.
 - A proposal to support the establishment of new groups will be considered further as part of the forthcoming Strategy Day.
 - The Board also discussed potential digital trustee training and requested further information.
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Communications

- The Board received a positive quarterly communications update showing growth across digital channels and increased member engagement.
 - Website traffic has increased, supported by additional online services and resources.
 - Member communications continue to perform strongly, while social media engagement and external media coverage are helping to raise the SWI's profile.
 - An initial overview of the membership survey findings was also provided ahead of further discussion at the Strategy Day.
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Heritage Project

- The Heritage Project continues to make strong progress against its objectives.
 - Significant achievements include digitisation of archive material, heritage skills workshops, new online heritage resources and member podcasts.
 - Volunteer involvement has exceeded the original project target, with participation from federations and institutes across Scotland.
 - Work will now focus on completing the independent evaluation and delivering the final project activities.
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Finance

- The Board reviewed and approved the Q1 finance papers.
- The organisation reported a positive financial position for the first quarter, with income ahead of budget and expenditure below budget.
- An increase in the mileage reimbursement rate was approved.
- The Board discussed the organisation's investment portfolio and agreed that a future session with the investment manager would be useful.

- Membership trends and areas experiencing particular challenges were also discussed, with further investigation agreed where appropriate.
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Events

- An update was provided on the Members' Gathering, including bookings and competition entries.
 - The Board also discussed national competitions and the importance of providing members with event information as far in advance as possible.
 - Work will continue on improving longer-term event planning and communications.
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Policy Review

The Board reviewed and approved:

- Mental Health Policy
 - Health and Safety Policy
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Risk Register

- The Risk Register was reviewed and approved with no changes.
 - It was noted that a more detailed review will be required to align the register with the organisation's new strategy.
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Strategy Day

- Trustees were briefed on arrangements for the forthcoming Board Strategy Day.
 - The session will provide an opportunity for the new Board to work together on the future direction of the organisation.
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Meeting Close

The President thanked everyone and closed the meeting.

Approvals and Actions

Approvals

- Previous Board meeting minutes
- Mental Health Policy
- Health and Safety Policy
- Q1 Finance papers
- Increase in mileage reimbursement rate
- Risk Register

Actions

- Implement the revised mileage reimbursement rate
- Arrange a future Board discussion with the organisation's investment manager
- Explore a future presentation on digital trustee development
- Review identified membership trends and provide appropriate support where required