

Leith Chooses meeting 14 August 2024

Present: Abby, Bruce (minutes), Douglas, Jack, Naomi, Sally, Susan

Apologies: Don, Tremaine,

Actions are green-highlighted

1 Updates from Tremaine/CEC community grants

1.1 Budget

- LC's requested operating budget of just over £5000 has been agreed by Andrew Field (head of community grants)
 - AF is pleased about the investments in graphics.
 - He warns that savings may be needed in future years.
- David McNaughton has quoted for graphics and t-shirts, and has supplied a preview of the t-shirts.
 - He warned that larger sizes may not be available.
 - The steering group was very pleased with the t-shirt's teal colour on the preview.
 - The steering group very much preferred to have the contact details on the back of the shirts. (This would not include a bar-code.)
 - It was noted that 'front and back-printed' shirts cost about £80 more than 'front-only' print for 25 shirts. This would be in budget.
 - DM's quote includes £880 for completion of graphics and £300 for editable templates.
 - Action: Sally to reply, asking for clarity on what sizes would definitely be available, and which brand of shirt would be used. The steering group would like quality/long-lasting items.
- Tremaine has included budget for increasing LC's Dropbox storage.
 - Current plan is for Bruce to purchase this (because the account is linked to his Napier identity) then be reimbursed by community grants.
 - Action: Tremaine to liaise with Bruce on this.

1.2 2024-25 applications

- The window for this starts today ☺
 - Action: Sally to send Tremaine some sentences to include in an email to Tremaine's largest relevant mailing list.
 - Action: Tremaine to include these sentences in her email to that list.
- Website
 - Bruce has moved the 2023-24 pages about the process, voting, galley, results etc to the websites 'previous years' menu item.
 - Sally has completed and published the 'process', 'theme' and 'grant pot' pages.
 - Action: Sally and Bruce to complete and publish the 'voting' and 'Boost vote' pages this week.
 - Action: Bruce (presumably) to complete and publish the 'gallery' page after applications have been vetted (after mid-December 2025)
 - Action: Bruce and Sally to complete and publish the 'results' page when results are available.
 - Action: Bruce to add 'subscribe' feature to website.
- Tremaine has been unable to update the timeline spreadsheet on Dropbox. (Naomi has been able to do this.)
 - Action: Naomi to invite Tremaine to contact Bruce about this on Thursday (15 August).

- Posters, application forms and guidance notes
 - Jack has designed posters.
 - Action: Jack/Sally to collect hard copies from PrintSponge.
 - Bruce has circulated the final version of the application forms and guidance notes. (The contact details needed a quick update.)
 - Action: Naomi to arrange for printing of 100 of each, then bring them to the library next week.
 - Distribution of posters, application forms and guidance notes:
 - Douglas: Leith library and McDonald Rd Library
 - Abby/Sally: Community centre and Duncan Place
 - Jack: Out Of The Blue

1.3 Meeting frequency

- It was suggested that meetings could be fortnightly until the end of October.
 - Most members of the steering group were very much in favour of weekly meetings: this would keep momentum; there is almost never nothing to delve into each week – and if people can't make a fortnightly meeting, matters would be delayed by almost a month.
 - It was suggested that meetings could be fortnightly from March 2025 (i.e. after the 2024-25-grants have been issued) until early summer 2025 (when work for the 2025-26 instance starts).
 - Action: steering group to keep meeting each Wednesday
 - Action: Tremaine and Naomi to decide their pattern of attendance.

2 Steering group communications

- It has been observed that the gmail mailing list isn't working – emails just do not arrive in list members' accounts despite appearing to have been sent.
- Hence action: send emails to everyone's actual accounts. These include bruceleithchooses@icloud.com and sally.millar@icloud.com.

3 2023-24 instance

- Manish of the Himalayan Centre today informed Bruce (both work at Napier) that they have not been able to access the land on which they were due to use for their project, which should have started in March. They should be able to access land just outside Leith, and Leithers would still benefit from this project.
 - It was also noted that the Himalayan Centre has not yet reported on its previous project.
- Action: Bruce to contact Manish asap (CCing Tremaine, Sally, Abby), politely inviting him to urgently contact Sally and Abby to explain the situation and which land would be used.