

MEETING OF MADRAS COLLEGE ARCHIVE SUPPORT GROUP

Thursday 31st May 2012

- 1 Present: Frances Humphries (FH), David Watkinson (DW), Edmund Robertson (ER), Christine Noble (CN), Liz Higgins (LH), Colin Mackey (CMA), David Galloway (DG), Donald MacGregor (DMc), Arlen Pardoe (AP) in the chair.
Apologies: Jim Bennett (JB), David Cleland (DC), Lindsay Hodge (LH), Lindsay Matheson (LM), Elaine Methven (EM), Anne Morris (AM), Maia Sheridan (MS).

- 2 Structure of the Group: The main discussions ranged over the structure of the Support group. The need for a constitution was identified and it was agreed that DG, LH and AP would meet to draw up a draft for the Group to consider at the next meeting.
The possible structure included a chairperson; it was felt that this would be better to be held for a limited term of office, perhaps one year, rather than rotating the role from one meeting to the next. One person, not the chairperson, would call the meetings, draw up the agenda and issue the calling notices for meetings. They would also take the minutes and issue these prior to the next meeting. This role may be described as Co-ordinator, or Secretary.

- 3 Fete on 16th June: CM reminded the group of the fete on this date. Some form of display for the Archive Group was proposed.

- 4 FP Girls' Club: FH intimated that the FP Girls' Club had resolved to open membership to pupils who had attended the Burgh School.

- 5 Next Meeting: The date for the next meeting was set for Thursday 6th September in K1 at 3.45pm.

Arlen Pardoe
7 August 2012