



Minute of Emergency Trustee Meeting

Date and Time	7.00pm Friday 11 th January 2019
Location	The Loft, Cannich Hall
Present	Alan Hood (AH), Richard Soper, (RS), Joni Strachan (JS), David Balharry (DB), Nigel Fraser (NF) Carrie Fraser (CF)
Apologies	Alan Speed (AS) John Dyce (JD)

Item No.	Details	Action
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1.	Welcome and Apologies	
	<ul style="list-style-type: none"> AH thanked everyone for attending at such short notice 	
2.	Reason for Emergency Meeting	
	<p>AH confirmed that the charity had been the victim of an e mail scam and he described the series of events</p> <p>03/01/19 - Carrie Fraser received an e mail from criminals which looked like it had been issued by Alan Hood (hard copy passed around).</p> <p>03/01/19 - The e mail requested a payment of £3,500 be made to Karl Yates of Harborough Portas – an insurance company</p> <p>03/01/19 - Carrie tried to contact Alan Hood by text and phone call but couldn't get in touch</p> <p>03/01/19 - After e mail correspondence Carrie paid the invoice via BACS transfer</p> <p>10/01/19 – Alan Hood checking account queried payment with Carrie who realized scam</p> <p>10/01/19 – Carrie went into bank and reported fraud</p> <p>11/01/19 – Alan Hood reported fraud to OSCR who confirmed it was a “Notifiable Event” and asked that they complete the paperwork and return.</p>	

	<p>11/01/19 – Alan Hood reported to the local police who confirmed they would come out to take statements on 12/01/19</p> <p>11/01/19 – Alan Hood phoned Computer specialist for advice. “Inverness Computers” confirmed all Directors should run appropriate malware software on their machine and then change their Microsoft password.</p>	
3.	Action Points	
	<p>The fraud was discussed by all present and the following actions were agreed</p> <p>The bank account was to be “frozen”</p> <p>Trustees and Carrie Fraser to run malware program on personal computers and change passwords</p> <p>RS to check if any Insurance cover was in place</p> <p>RS to attend as impartial witness at police interviews</p> <p>All Directors to be updated regularly as investigations proceed</p> <p>Check with RBS to see if 2 person electronic payment authorization facility available</p> <p>Agreed that the next regular meeting would be used to review Governance and Financial Procedures</p>	<p>CF</p> <p>ALL</p> <p>RS</p> <p>RS</p> <p>AH</p> <p>AH</p>
12.	Date of next meeting	
	21 st January 2019 @ 7.30pm to review Governance	

Content of Minutes 11th Jan 2019 to be agreed

Proposed:

Seconded:



Signed:

Date: