

## Minutes of Directors' meeting of 2<sup>nd</sup> August 2023

**Present:** Jackie Inch, Rob Grigg, Rob Hadfield, Samantha Payn, Adele Knox;

**Apologies:** Lynn Noble

**Chair:** Rob Grigg

**Minutes:** Adele Knox

Item		Action
<b>Minutes of meeting 28<sup>th</sup> June 2023</b>	Proposed: Rob Grigg seconded: Rob Hadfield Robb Hadfield as chair to sign minute of 28 <sup>th</sup> June 2023	
<b>Matters arising</b>	<u>Appointment of Officers</u> remains: outstanding	<b>Jackie</b>
<b>Development proposals and EE management</b>	<u>Disciplinary procedure:</u> Rob is in the process of completing the Employee Section of the procedures	<b>Rob G</b>
	<u>Insurance:</u> Desk Survey paid for but not completed as yet. The DS Service requested photographs of the buildings as these were not available via Google. Sam has spoken to other insurance companies for alternative quotes. The current insurance remains valid. Brief discussion took place regarding the need for and cost of Event Cancellation Insurance. Sam to progress this along with the other insurance tasks.	<b>Sam</b>
<b>Hall</b>	<u>Toilet repairs</u> – completed	<b>Info</b>
	<u>Kitchen:</u> New fridges have arrived. To be PAT Tested before they can be used.	<b>Jackie</b>
	<u>Sound and Light desk:</u> Wee kindly offered to start training for previously identified parties at the weekend	<b>Info</b>
	<u>Fire &amp; Safety:</u> Potential to get annual fire extinguisher checks done locally. Might be able to offer this to holiday lets at the same time. Remains outstanding	<b>Lynn</b>
	PAT testing almost complete – new fridges and fairy lights outstanding	<b>Jackie</b>
	Query raised on how the Fire Exit via neighbouring property garden access is managed and documented. Document may be in office. Remains outstanding	
	Weekly Fire check for Hall required. Sam will undertake for an interim period	<b>Sam</b>
	Lightbulbs: There are 64 bulbs in total within the Hall. 3 boxes of 10 energy efficient bulbs to be purchased to replace the 7 lightbulbs not working and 19 Halogen bulbs that require to be replaced	<b>Jackie</b>
<b>Harbour</b>	Feedback that honesty box is not very visible and visitors are not always aware of the need to pay. Better signage to be added. Discussion around use of QR code and electronic payment options. Will be considered in the future.	<b>Rob H</b>

	There was a recent incident of vandalism on the harbour wall by a group of children visiting the Island. Rob Hadfield spoke with their parents who agreed to replace the stones knocked off the harbour wall. Future incidents of vandalism should be reported to the Police	<b>Info</b>
<b>Arts</b>	No progress on funding  Mindfulness Practitioner has rebooked for a 2 day retreat next year	<b>Sam</b>  <b>Info</b>
<b>Museum</b>	PAT Testing complete. 3 items failed. Rob G advised that the extension cables and RCD plug have been replaced.  Smoke Alarms require to be replaced with interlinked units. It was agreed to replace the three current units and install a 4 in the back office/shop area.  No visitors number provided for this month	<b>Info</b>  <b>Jackie/ Robb H</b>
<b>Stone Skimming</b>	Registration went live on Saturday 29/07/23 and sold out immediately. Monies still to be deposited into EE bank account approx. £3,457  Robb G will order food for BBQ. Confirmation of beer required from Rachel.  Merchandise is selling well and bestselling items will be re-ordered. Online purchases made at the time of registration will be available for pick-up on the day.  Bev has requested a number of merchandise items in Lieu of payment for her Book Keeping services.  Kyle to be asked to provider an update.  Discussion on the two card payment options available. Jackie has undertaken a comparison between Square and Sum Up. It was agreed to purchase 2 Sum Up Solo Units as this provided the required flexibility for use. There are a number of add-on features that can be explored at a later date such as the setting up of a QR code for harbour fees  Tickets for the Pre-Skimming Night will be available soon. These can also be purchased on-line	<b>Info</b>  <b>Robb G</b>  <b>Info</b>  <b>Info</b>  <b>Jackie</b>  <b>Jackie</b>  <b>Info</b>
<b>Treasurer's report</b>	Bank balance as at 02/08/23 £8,476.00	<b>Info</b>
<b>Membership</b>	Jackie still to reconcile members list with bank statement list of memberships paid. Ongoing	<b>Jackie</b>
<b>Newsletter / website news</b>	New resident Mandy No.63 Stone Skimming sold out Publicise merchandise Pre-skimming ticket sales	<b>Sam</b>
<b>AOB</b>	Further discussion on voluntary "directors" who may be able to provide additional support/expertise on an ad hoc basis.	<b>Info</b>

	<p><u>Island Map</u>: Jackie raised the possibility of updating and contributing to the leaflet produced by the Heritage Centre which details the Island walk and quarries. Future discussion on the feasibility on EE producing their own.</p> <p><u>Tea-towel</u>: Jackie also spoke about resurrecting the Easdale tea-towel which could be sold as an income stream. She will approach Ruth regarding design and costings</p> <p><u>Penny Press Machine</u>: Sam spoke about a Penny Press Machine as another source of income. Adele to explore this.</p>	<p><b>Museum</b></p> <p><b>Jackie</b></p> <p><b>Adele</b></p>
<b>Date of next meeting</b>	To be agreed.	<b>Info</b>