

## Minutes of Directors' meeting of 9<sup>th</sup> October 2023

**Present:** Jackie Inch via Skype, Rob Grigg, Rob Haddfield via Skype, Samantha Payn, Adele Knox

**Apologies:** Lynn Noble

**Chair:** Robb Grigg

**Minutes:** Adele Knox

Item		Action
<b>Minutes of meeting 2<sup>nd</sup> August 2023</b>	Proposed: Jackie Inch seconded: Sam Payn Robb Grigg as chair to sign minute of 2 <sup>nd</sup> August 2023	
<b>Matters arising</b>	<u>Insurance:</u> valuation of buildings from the Desk-Top Assessment require to be reviewed and compared to current insurance valuations	<b>TBC</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>Appointment of Officers:</u> Secretary – Jackie Inch. Other roles to be rotated until the next AMG in December 2023  Sam will be taking a step back from a number of her duties within EE until the next AGM.  Robb H will take on extra financial duties. Possibility of Bev becoming a signatory for the bank accounts to be explored	
	<u>AGM Prep:</u> The process for holding AGM and documents required is contained within the Mems, to be circulated.  AGM to be held on 30/12/23	<b>Jackie</b>
	<u>Accountant:</u> Discussion took place regarding the cost of the current accountant. In an effort to reduce the reoccurring overheads the option of appointing another Accountant will be considered. Jacki will undertake a cost comparison with other accountants. Bev to continue to produce the accounts for the end of the financial year but these should not be submitted at this time.  Outstanding Accountants invoice of £2,400 for last year requires to be resolved. Bank account and invoices to be reviewed.	<b>Jackie</b>  <b>Bev</b>
<b>Hall</b>	<u>Kitchen:</u> Extractor Fan to be tested.	<b>Rob G</b>
	<u>Fire &amp; Safety:</u>  Fire alarm testing to be undertaken on a regular basis.	<b>All</b>
	<u>Wedding Enquiry:</u> an enquiry was received regarding booking the Hall for a wedding. It was agreed that there is still work needed to the Hall and kitchen before it can be hired for larger functions. An email response will be sent advising	<b>Sam</b>

	that we are not in a position to take the booking at the time.	
	<u>Email boxes:</u> Administration of the Hall Diary email box and Easdale Arts will be transferred from Sam to Adele.	<b>Adele/ Sam Wee</b>
	<u>Arts Programme:</u> Annual subscription of £120 for Umbrella Group to be paid.  There is a need to involve others in the development of the Art programme going forward. An approach may be made to Iain Binnie to see if he would be interested in providing some advice/support on this matter.  <u>Bar:</u> Sam will remain the Premises Manager of the Hall for Licensing purposes. A stock take will be undertaken as part of the year end accounts.  Jackie will apply Personal License. She has already completed to mandatory training course.  <u>Letter Box:</u> to be fitted at Hall for EE mail. Also, a notice board will be installed for EE information	<b>Sam</b>  <b>Jackie</b>  <b>Rob G</b>
<b>Stone Skimming</b>	Overall this event was a success. The provision of contactless payment a positive experience. Jackie notes thanks to the Seil Hall for providing additional payment units.  Kyle has proposed that EE makes a donation to Seil Hall and the Community Council of £500 was approved. This is in recognition of the support from residents on Seil and the Community Council.  Rob G will be meeting with Kyle for a final debrief of the event and to consider next year's event. What has become evident Additional support is needed in the preparation of the event.  Areas for development: Increasing merchandising options Entrance Fee On-line shop for merchandise Ticketing site New date: moving the date forward a couple of week in a hope to get slightly better weather. Moving the skimming to the Saturday with a post-skimming event on Easdale. Pre-skimming event on the Friday on Seil.	<b>Rob G/ Kyle</b>
<b>Guy Fox Sat 4<sup>th</sup> Nov</b>	Fireworks to be light on the Rush and Gush. Remaining burgers from Stone Skimming to be used and Bar opened.	
<b>Harbour</b>	<u>Seafari Contract:</u> is coming to an end. Before new mooring rate can be provided information is required on comparable charges and inflation rates.  Seafari moor their own pontoon in the harbour costs to reflect this. However, at time they can have boats of other mooring for which they are not charged. These cost will also have to	<b>Rob H</b>

	<p>be considered. A separate meeting will be arranged to discuss this new contact once the information has been collated.</p> <p>Due to a technical issue Rob H temporarily left the meeting at this point.</p> <p><u>Rib Rendezvous 2024</u>: EE have been approached regarding the hiring of the Hall with bar for next year's event. Further information on what is being requested is required</p> <p>The current hall hire prices require to be updated for this booking can be progressed. Adele will collate the price list for some local halls.</p>	<b>Adele</b>
<b>Museum</b>	<p>Nothing outstanding</p> <p>Footfall figure for the year ending Oct 2023 to be calculated.</p>	<b>Lynn</b>
<b>Treasurer's report</b>	<p>Rob H re-joined the meeting</p> <p>Bank balance as at 09/10/23 £16,309.73</p>	<b>Info</b>
<b>Membership</b>	<p>Jackie still to reconcile members list with bank statement list of memberships paid. Ongoing</p>	<b>Jackie</b>
<b>Newsletter / website news</b>	<p>Minutes to be emailed to Wee</p> <p>Bonfire Night 04/11/23 - Burgers and Bar available  Reports on Stone Skinning – pending  AGM date 30/12/23 at 2:30pm. New Members wanted as well as nominations for Directors</p>	<b>Sam</b>
<b>AOB</b>	<p>Volunteer request form function to be removed from Website. Enquiries @ Easdale function to be deleted. Enquires are generally received via the other available mail boxes.</p>	<b>Wee</b>
<b>Date of next meeting</b>	<p>6th November 2023 at 7pm</p>	<b>Info</b>