

Eilean Eisdeal Directors' meeting

AGENDA for meeting dated 18th April 2024, 5pm in Easdale Community Hall/via zoom.

Present: Jhennia Leipert (JL), Amanda McCrerrick (AM), Mike MacKenzie (MM), Samantha Payn (SP); Jackie Inch (JI) (via video link)

Apologies: Antonia Newlands (AN)

Meeting chair: Mike MacKenzie; Minutes: Samantha Payn

Item		Action
Conflicts of interest	None declared	
Minutes of last meetings	All directors present confirmed they had read the minutes of the meeting dated 14th March, these to now be published on the website. Minutes of meeting dated 3rd April 2024. Proposed MM, seconded JL. To be published on website.	SP SP
Matters arising Governance	None. <u>Communication channels</u> It was agreed that all directors would be responsible for bringing their own copies of minutes, agendas and other papers required for future directors' meetings themselves, whether in paper or electronic format. <u>Emails</u> – it was agreed that when replying to an email thread directors should stick to the subject topic. If a director wants to raise another subject, they should start a new email thread for that subject. <u>Message group</u> – it was agreed that to reduce email traffic it would be beneficial to set up a WhatsApp or similar message group to reduce email traffic on minor issues, which may then be raised/discussed/approved at a directors' meeting. SP to contact AN to see which message platform suits best.	ALL SP/AN ALL
	<u>Decisions to commit EE to act</u> Any decision to start a project will need the agreement of at least four directors, including the director responsible for the area concerned.	
	<u>Decisions to commit EE funds</u> Any decision to commit EE funds will need the agreement of at least four directors, including the Finance Director. This guideline to be clarified in the future to set spending limits that do not require such approval.	ALL
	<u>Discussion and allocation of director's roles:</u> Chairman – figurehead, PR role and public face of EE. All to consider whether they are appropriate/wish to step forward for this role. Further discussion at next meeting. Treasurer, retitled Finance Director – Jackie Inch Secretary – Samantha Payn Building Maintenance – Mike MacKenzie Project Development – Mike MacKenzie, supported by sub-committee Arts Programme – Mike MacKenzie, Amanda McCrerrick, supported by sub-committee Membership, Communications and Community Engagement –	

	Amanda McCrirrick Fundraising – Jhennia Leipert Employee issues – Jhennia Leipert is considering this Risk management and management procedures: since Antonia Newlands has made such a good start on formalising this, would it be a role AN would accept? Hall, day-to-day management – Amanda McCrirrick Still to be decided, directors responsible for Harbour and Museum.	
Finance Director's Report	There was some discussion of what each role entails. Each director to draw up their view of what their role entails and circulate before the next meeting. Current bank balance £9,272.97 Compared to cash flow circulated at last meeting, the museum income and WSSC sales income are higher than predicted. Funds still due in – Ferry fee around £3,000, to be paid shortly, remittance advice received; SSE refund, Jackie Inch still pursuing vigorously and has raised a claim for compensation. Major expenses due out – payment for first batch of WSSC merchandise, around £2,000, SP to pay.	ALL
	Octopus have sent advice of the next direct debit amount at £2,814.24 for hall electricity use, based on estimates. SP has sent meter readings and photograph of meter but had no response. SP to now cancel the direct debit as our actual usage was closer to £400.	SP
Website/Newsletter news	Newsletter has been published. There was a discussion of newsletter styles and popularity. MM to provide examples of “Easdale People” to next meeting., Website news to include – new directors names, Art Show dates, Creative Sessions	SP MM
AOB	There was a brief discussion on whether there is a need to change the M&A. The consensus was that it should only be changed as much as we absolutely need, rather than a wholesale rewrite.	
Date of next meeting	Meeting closed 6.45 (JL left at 6.14). 2nd May 2024, 7.30pm, Easdale Community Hall/Zoom	