

## Eilean Eisdeal Directors' meeting

AGENDA for meeting dated 2nd May 2024, 7.30pm in Easdale Community Hall/via zoom.

Present: Amanda McCrirrick (AM), Mike MacKenzie (MM), Antonia Newlands (AN), Samantha Payn (SP); Jackie Inch (JI) (via video link)

Meeting chair: Amanda McCrirrick,; Minutes: Samantha Payn

|   |  | <b>Action</b>   |
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| <b>Apologies</b>  | Jhennia Leipert  |   |
| <b>Conflicts of interest</b>                                    | None   |   |
| <b>Minutes of last meeting dated 18<sup>th</sup> April 2024</b> | Proposed MM, seconded JI   |   |
| <b>Matters arising</b>  | <p><u>Membership secretary:</u> it was agreed that this was a better fit for SP than AM, so JI to transfer membership and mailing management to SP</p> <p><u>Directors' biographies:</u> it was agreed that SP should collate these for circulation to all directors so that we can see where our strengths lie. They can then be revised and a photo added, for publication in a newsletter and on the website.</p> <p><u>Communications:</u> A messaging group was ruled out as AN refused to join such a group and without the participation of all directors it would serve no purpose. Directors should continue to use email to sound out opinions on new ideas and get the support of three others (including finance director) before committing EE to anything.</p> <p><u>Newsletter:</u> it was agreed that it would be good to publish a news update soon, and aim for a newsletter every couple of months. AM agreed to draft and issue a news update.</p> <p><u>Meeting minutes:</u> these should be promptly published once proposed and seconded, but it would be prudent to redact sensitive personal and financial information to reduce EE's exposure to risk.</p> <p><u>Allocation of director's roles:</u> directors identified the need for a Communications Director. All asked to consider whether this role is a good fit for them. There is a need to identify a company chair person. These questions must be resolved at a meeting when all directors are present.</p> <p>Next newsletter to include Fun Financial Facts.</p> | <p><b>JI / SP</b></p> <p><b>ALL</b></p> <p><b>AM</b></p> <p><b>ALL</b></p> <p><b>JI</b></p> |
| <b>Governance</b>   | <p><u>Risk management:</u> EE faces major financial risks in being so dependent upon one event for income, and in being both the owner of assets and the entity organising public events. It was agreed to discuss the idea of reviving the currently dormant trading company with our new accountants at the earliest opportunity.</p> <p>It was agreed that more, smaller events should be organised in order to reduce the extreme dependence on Stone Skimming.</p>  | <p><b>SP</b></p>  |

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|                           | <p>The harbour was discussed and identified as presenting a significant liability risk through public access and use. Our plan is to seek out a health and safety assessment of the harbour to address this.</p> <p><u>Risk Matrix</u>: AN offered to walk directors through setting up a risk matrix. It was agreed a sub-group of AN, MM, and maybe JL would take up this offer, with findings to be discussed at a full directors' meeting.</p> <p><u>Defining EE purpose</u>: AN recommended directors look at the OSCR definition of our charitable aims online and asked that we set out EE aims in a brief statement to underpin our risk management strategy.</p> <p>There was intense discussion but the consensus was that the risk strategy should not be underpinned by such a brief statement of purpose. It was agreed to leave the composition of a brief statement of purpose to a later date.</p> <p>Discussion of director's roles: Chairman, other roles.</p> <p>Records management (SP)</p> |   |
| <b>Harbour</b>            | <p>MM and AN both offered to look at costs of a health and safety assessment of the harbour.</p> <p>MM agreed to draft a letter to open negotiations with Aryll &amp; Bute Council regarding the ferry contract which is scheduled to be reviewed in 2025.</p> <p>Text to be approved at the next directors' meeting.</p> <p>Fees for commercial companies need to be proportionate to those for private individuals. JI to send MM a copy of the Seafari contract and subsequent correspondence.</p>   | <p>AN</p> <p>MM</p> <p>AN</p> <p>MM</p>   |
| <b>Museum Hall</b>        | <p>No report received.</p> <p>It was agreed that the Hall needs to be used to generate income. AM suggested a live concert on 15<sup>th</sup> June and this was agreed. AM and JI to resolve issue of online ticket sales.</p> <p>The idea of renting out office space in the Hall was discussed. Practicalities and insurance issues need to be looked at further. Other ideas to make the Hall more of a focus include displays of wildlife photos in the windows. Is there demand for a Mums' and Toddlers' Group?</p> <p>AM hope to run a Ceilidh during the summer holidays.</p> <p>A 21<sup>st</sup> Birthday Party for the Hall at the end of September, with a band that would be a big draw locally.</p>   | <p>JI</p> <p>AM</p> <p>JI</p> <p>AM</p> <p>SP</p> <p>AM</p> <p>MM</p> <p>AM</p> |
| <b>Events/Fundraising</b> | <p>Laura Langley is hoping to organise a "School's Out" Sports Day on 29<sup>th</sup> June and would like assistance from the wider community.</p> <p>MM commented that it is good to maintain a diary of community initiatives. Which director could maintain this, please?</p>  |   |
| <b>Community projects</b> | <p>Hannah's litter pick earned £140 which is to be reserved for a similar environmental/clean-up project. AM suggested we ask for suggestions from the community as to how it could be used.</p>  | <p>AM</p>   |
| <b>Treasurer's Report</b> | <p>JI presented an updated cashflow to directors. We have recouped one of the refunds owed from SSE and WSSC income from sales is ahead of forecast.</p> <p>JI focus is on getting accounts back to the accountants for a final</p>   |   |

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|--------------------------------|--|------------------------|
|                                | review before submission to Companies House/OSCR.  |                        |
|                                | Gift aid for 2021-2 has been claimed by Simmers. There were many donations for the playpark where we would benefit from gift aid forms being signed. AM to encourage people to sign. We can then identify and publicise the playpark amount. | <b>AM</b>              |
| <b>Website/Newsletter news</b> | We're delighted to be hosting The Antics playing rock and roll and covers in Easdale Community Hall on 15 <sup>th</sup> June.  |                        |
| <b>AOB</b>                     | There was discussion of opening the Hall toilets to the public, but risks to hall property and insurance implications make this not practical.   |                        |
|                                | Kitchen gas safety check in time for WSSC. AM to organise.   | <b>AM</b>              |
|                                | Kitchen extractor fan needs attention before WSSC. MM to take a look   | <b>MM</b>              |
| <b>Meeting closed</b>          | Meeting closed 9.45pm.<br>Note: AN was absent from the meeting briefly at one point, and left the meeting at 8.45pm.   |                        |
| <b>Date of next meeting</b>    | SP to discuss with JL to identify a date/time when JL can attend.  | <b>SP</b><br><b>JL</b> |