

## Eilean Eisdeal Directors' meeting

Minutes of meeting dated 27<sup>th</sup> June 2024, 7 pm in Easdale Community Hall.

Present: Jackie Inch (JI), Mike MacKenzie (MM), Amanda McCrirrick (MC), Samantha Payn (SP).

Chair: JI; Minutes: SP

		ACTION
<b>Apologies</b>		
<b>Conflicts of interest</b>	None declared	
<b>Minutes of last meeting</b>	Dated 30/05/2024: Proposed MM, seconded AM	
<b>Matters arising</b>	JL & SP yet to meet to discuss HR	SP JL
<b>Governance</b>	<p><u>Insurance</u> – broader cover obtained at 30% less cost than previous insurers.</p> <p>It was agreed to check the following specifically:            Written confirmation of event cover, could the buildings cover be fire only, are the museum exhibits covered, is the “gym” covered.            Do we need the following cover and would removing it save us money:            Business interruption, goods in transit, stock deterioration, equipment breakdown, cyber risk (we have no “customer information” to be stolen).</p> <p>Old insurers required regular checks of the playground equipment. AM to discuss with Bethan. SP to see what new insurers need.</p> <p><u>Risk Matrix</u> grid drawn from UK.gov charity guidance. JI asked all directors to look at her rough draft and pick the three most pressing risks, with ideas on how to mitigate.</p> <p>MM stated that the biggest risk is a civil law personal injury claim which would be catastrophic, and from which insurance would not protect us. He emphasised that a risk management plan on paper was insufficient protection.</p> <p>SP to ask the accountants for a complete written explanation of their view of the use of a trading company to protect EE assets.</p> <p>AM asked whether we directors are using our resources best – we need to develop a strategy. It was agreed to meet within a week to address strategy and risk management as the sole items on the agenda.</p> <p><u>Strategy</u>: MM explained that the harbour funding provided by the Scottish Land Fund was based on the community becoming sustainable. Originally EE planned to develop affordable housing and workshops to generate rental income so that there was not a dependence on grant funding and charity fundraising. The Council rejected plans for housing and workshops, but their attitude may have changed and it might be worth revisiting these plans with them.</p> <p>MM stated it would be helpful for us to meet with head of community development at HIE (Highlands and Islands Enterprise). He will arrange this.</p>	<p>SP</p> <p>AM SP</p> <p>ALL</p> <p>SP</p> <p>SP</p> <p>MM</p>
<b>Harbour</b>	<p>Signage – SP showed an image of a warning sign at a harbour in Cornwall. Such signage is unlikely to provide much protection here, but might be useful to warn people to take care.</p> <p>Harbour safety check: MM to chase up</p>	<p>MM</p>
<b>Museum</b>	<p>The Museum is unlikely ever to generate a profit, but is an asset to us for funding purposes.</p> <p>MM has started to survey the museum on a pro bono basis. MM believes EE needs to repair its reputation before it can proceed with any grant applications for capital repairs, but small plans for improvement are steps to help with that.</p> <p>Lynn should be invited to a directors' meeting with her views on what the strategy for the museum should be.</p> <p><u>Risk management</u> – the archive in the loft of the museum should be moved to the Hall to reduce the losses caused by fire at the Museum.</p>	<p>MM</p> <p>WHO?</p>
<b>Hall</b>	<p><u>Cooker</u>: there was a lengthy and intense discussion on when and whether to repair or replace the cooker. JI confirmed that WSSC has submitted its licence application and needs to resolve how to provide</p>	<p>JJ</p>

hot food.

The meeting voted for a new cooker unless the WSSC committee can come up with viable alternative plans. If bought it would be a Hall asset, paid for out of WSSC funds. AM pointed out if we get a new cooker it must be used for other events too.

JI will discuss with WSSC committee and revert.

SP will look into question of whether funding is available, especially given our reliance on electricity

SP

Rusted food prep surfaces: these were examined and MM declared he could polish them to the required hygiene standard.

MM

MM suggested that the Council Food Hygiene Officer be invited to give opinion on the serviceability of the kitchen as they are generally sympathetic to small charities and give their advice free of charge. SP to invite them once the surfaces have been treated and the kitchen deep cleaned by us.

SP

Table of Charges: great start from AM. Some suggested tweaks regarding PA and kitchen usage made, AM to rework for next full meeting.

AM

Community Ownership Fund – this type of fund is best used as one of several funding sources for major renovations/developments.

Office rental – it was agreed that it would be worth starting this on a trial run for six months from October.

Issues of EE needing to use the office space, and confidentiality/security of EE files etc. need to be addressed.

Management of events in Hall: AM has approached several community members who have all agreed to help Amanda run events in the Hall – Hannah Bailey-Thomas, Alex Hadfield, Andy and Kath Haddon. This is great news, well done AM!

## Events/ Fundraising

The Antics: This event was a success, enjoyed by all who attended and raising funds for EE. It was also a steep learning curve.

SP suggested that the Event Planner template drawn up by JL should be adapted and used for all events like this.

SP

SP to claim funding for band.

Ceilidh: to date 14 tickets have been sold online.

SP

SP to apply for funding for band.

21<sup>st</sup> Birthday Party: it would be good to have a display of photos of the old Drill Hall and the building process.

The expenditure budget to be set at value of likely ticket sales.

If food is to be offered it should be as part of the ticket price, rather than having to have additional cash/card handling and float. A “cloakroom ticket” can be given to all as they arrive and tickets are checked, to be exchanged for food.

AM

Wee has a list of the attendees of the 10<sup>th</sup> birthday party, MM to review and suggest additions.

MM

SP apply for funding for band.

SP

## Treasurer’s Report Date of next meeting

Finance report. Cash flow. Bank balance. Stone Skimming Expenditure – no time.

TBC