

NORTH KESSOCK AMENITIES ASSOCIATION

Minutes of Meeting held on 14th June 2017 **Committee room, North Kessock Hall**

<u>ITEM</u>	<u>ACTION</u>
<p>Chairman welcomed all to meeting: Present: Seoras Swanson (SS); Trina McEwan (TM); Helen Morrison (HM); Alison Swanson (AS); Evelyn MacDougall (EM); Cathy Lush (CL); Angus MacLean (AM) and Fiona McKay (FM) later.</p>	
<p>1 Apologies: Margaret Brown and Liz Brooker.</p>	SS
<p>2 Approval of Minutes—Amended to include Doreen Murray resignation, thereafter minutes approved - proposed by Evelyn, and seconded by Alison.</p>	All
<p>3 Matters Arising: Item 3 – Public Entertainment License now displayed in hall.</p>	SS
<p>4 Treasurer’s Report:</p> <ul style="list-style-type: none"> • Full accounts for April and May, submitted to committee. • Income for April £3,118.81, expenditure £1,372.36. Costs included: deposits returned, repairs, cleaning costs and licences. • Income for May £1,614.75, expenditure £1,796.70. Major costs included: deposits returned, heat /light, cleaning costs and repairs. • Review of systems/processes re booking and invoicing – to be considered. • Detailed reports at next meeting, review of rates/charges to be considered. • Heating engineer will be asked to present monthly invoices – to spread costs re heating. 	HM All HM SS
<p>5 Booking Secretary(s) Reports: Clubs/Regulars - Evelyn and Alison reported:</p> <ul style="list-style-type: none"> • Booking for Residents Association of North Kessock (RANK) AGM – awaiting confirmation. • Ongoing issue of hall access/key/resolving issues and currently Seoras attends to resolve issues. • Manual on ‘hall functions’ e.g. heating, fire alarm etc. to be drafted. Draft will be drawn up by: Seoras, Cathy and Angus who will meet at hall on Monday 26 • Email to ‘hall friends’ designated person(s) who can use hall manual to help resolve issues. 	EM & AS SS
<p>6 SCIO:</p> <ul style="list-style-type: none"> • Seoras contacted SCVO re change of charitable status. Procedure to be followed included: • NKAA register new SCIO, transfer assets. Register Trust Deed as charity. • Meeting TBA re Trustees to be consulted/informed, and discussion re proposed changes, outcome to be taken forward to an EGM/AGM. • Presentation to be made to community e.g. Friends of NKAA, prior to AGM. 	SS
<p>7 Maintenance:</p> <ul style="list-style-type: none"> • Lights (strip and spot) on stage – electrician has replaced. • Painting work required at side of hall. 	SS

8	Summer Show: <ul style="list-style-type: none"> • Programme to be amended re 2017date, classes to remain. • Email to be sent to Kessock hall friend re helpers. • Judges proposed; Maggie MacDonald – crafts; Sandy Fea – photography; Jean Munro – Floral art; Carol Adams – flowers; Cathy Chisolm – baking. • Draft programme – to be circulated to committee. 500 to be printed, 100 copies for NK school. 	TM
9	AOB: <ul style="list-style-type: none"> • Solar panel/resilience project: It was agreed that this project will not be progressed. • WiFi contact point enquiry: To be offered to ‘ticket office’ project to take forward. • £500 bequeath. Bench and landscaping costs to be researched. • NKAA friends: Maintenance manual and skills sets to be taken forward. 	All
10	Date of next meeting:	All
11	Fire Alarm: Test undertaken prior to the meeting.	SS