

CAMUSCROSS & DUISDALE INITIATIVE

Note of meeting held on 1st February 2017 at An Crùbh, commencing at 7:30pm.

ITEM	NOTES	ACTION
1	Present: Mark Wringe (MW) (chair); Rory Flyn (RF); Innes Grant (IG); Laura Stephen (LS) Susan Walker (SW); Sharon Campbell - An Crùbh Manager (starting 20.02.17); Fiona Begg - Project Development Officer (FB) Apologies: David Collins - Company Secretary (DC); Elaine Smith (ES); Laura Stephen (LS) In Attendance:	
2	Minutes and Matters Arising: The minutes were formally approved. Following the issue of the draft minutes, board members should make comments to the secretary within 5 days. All other matters arising, other than those listed below, are covered in the agenda:	
i.	Trading Subsidiary: It has been agreed that this is to be established as An Crùbh Ltd. (ACL) with four directors. SW is the CDI director who also sits on the Trading Subsidiary Board. An initial meeting was held on 12 January 2017.	
3	Financial:	
i.	Treasurer's report on funds: - The total amount in the two bank accounts on 1 st Feb was £113,694.42. - Of this total, the unrestricted funds were £1,402.18 - The restricted funds were £112,292.24. The restricted funds relate to the An Crùbh project.	
ii.	Donald Rankin Invoice: [CDI Ex-Accountants]: A further invoice has been received although the previously requested breakdown and explanation for high costs not yet been received. IG chasing up.	IG
iii.	Campbell, Stewart, Maclennan & Co Invoice: [CDI Current-Accountants]: An invoice has been received for VAT advice. This is higher than the initial quote. IG to follow up with DC. It was dated 17.01.17.	IG DC
iv.	Social Investment Scotland Finance: Various finance options were investigated by SW and it was agreed that the SIS option was the best suited to our current requirements.	SW
v.	Furniture Funding Additions: It was confirmed that Highland Cross has contributed £2,750 to the An Crùbh project. It was also confirmed that Highland Council Eilean a' Cheo Ward Discretionary Fund has contributed an additional £4,000 to the An Crùbh project. Both these contributions were greatly welcomed by the board and are to be used for furnishing the finished building.	

4 Elaine's Resignation

- i. Chair:
MW is to discuss any items with ES and to thank her personally for her work for CDI. MW
- ii. Thanks:
The board wished to express their great thanks to Elaine for both the amount and quality of the work that she has carried out on behalf of CDI in a relatively short space of time. In particular: she established the 50:50 Lottery, which is an invaluable regular income for CDI; she took the lead in transferring the PO from it's current location to it's new home in An Crùbh; and she was a diligent membership secretary and Facebook contributor, keeping the community up-to-date with CDI's activities and the progress of An Crùbh.
- iii. Membership Secretary's Role:
SW to take on role in the interim. SW
- iv. PO Installation / Set-up / Contract:
FB to take on dealings with PO and to become the point of contact. FB
Contract signed by CDI – ACL to take on contract when fully operational.
- v. Facebook Management:
MW, RF, FB to continue to update posts. MW RF
FB
- vi. 50:50 Lottery:
Draws are to continue to be made at end of each month. ES SC
Transfer of monies to CDI + winner – returns form to HC.
SC to take on when she starts.
Handover to be sought from ES in particular bank account details.
- vii. Key holder for fire/security alarm for An Crùbh:
Currently: ES / LS / MW / DC. SW
Replacement required for ES. It was decided that SW would become a keyholder. FB
System will go live very soon. FB to ensure all key holders have sufficient knowledge of system.
- viii. An Crùbh Build Photos:
ES to be asked to burn to CD/harddrive and this can be kept in An Crùbh office. MW ES

5 Snagging

- i. List for Contractor:
The Architect and FB have submitted items for the snagging list which are now being amalgamated. These are being worked on over the next two weeks. FB is working through list with the contractors. FB
- ii. Major Items:
The board discussed that the major items to be addressed urgently were: FB
- Men's WC door stop / mirror vinyl.
- Floor sockets in hall.
- Draft at front door – non-shutting door.

6 Final Build Budget / Budget for Fixtures & Fittings

- i. Restricted Funds Summary:
Clarification still required over the remaining restricted funds for furniture and equipment purchase. FB to help clarify the current situation. FB
£5k still in contract for fridges etc. for kitchen.
All extra generator costs have been absorbed in total build-costs.

ii. Ordering Furniture:
The budget for this is still preliminary and requires to be finalised. It was however agreed to press ahead with the order of chairs and tables for the café, which are to be on-site by 23 March, provisional opening date. RF

iii. Free Church Chairs:
CDI to accept with thanks the kind donation of folding chair groups from the former Free Church in Broadford. FB

7 VAT Latest

i. Final Split:
The final Commercial: Community split has been agreed by all concerned as 57:43. That means that 57% of the build cost is vatable + recoverable.

8 Interim Trading Subsidiary Decision-Making:

A number of decisions need to be made in the short-term in advance of the ACL becoming fully operational:

i. Ordering fixtures & fittings:
RF presented a costed list of all furniture required for An Crùbh. RF
It was agreed that the café furniture was the priority and RF was to proceed with final quotations for this from the supplier. The target date is still the provisional date of 23 March.
More furniture can be ordered when the final budgets for the shop and café are known.

ii. SIS Loan:
As 3iv. Above it was agreed that SIS is the best route for finance for the project. SW SW
to set up meeting at An Crùbh and to email proposal text to all.

iii. Marketing Role
This is to be clearly defined before the final offer to the chosen candidate who has been previously interviewed. MW to communicate the offer to the candidate. MW

iv. Job Interviews:
Dates arranged for Shop interviews with Trading Subsidiary Directors.
Adverts and interview dates arranged for Café jobs.

9 50:50 Club:

i. Lottery:
The next draw will be at the next board meeting.

10 Events / Fundraising

i. Table Top Sale:
This has been organised for Saturday 25 February and will be the first public event in the building. All

ii. Opening Event:
It is planned to have an official opening event once the building is fully operational. Plans will begin to be made for this once SC has started her post.

11 AOCB:

None.

12 Date of Next Meetings:

Board Meeting: Wednesday 1 March, 7:30 PM at An Crùbh.

Board meetings every first Wednesday of month @ 7:30 PM at An Crùbh.

Time Meeting Concluded:

11:40pm