

CAMUSCROSS & DUISDALE INITIATIVE

Note of meeting held on 9th November 2017 at An Crùbh, commencing at 7:30pm.

ITEM	NOTES	ACTION
1	<p>Present:</p> <p>Mark Wringe (MW) (chair); Rory Flyn (RF); Susan Walker (SW).</p> <p>Apologies: Innes Grant (IG); Laura Stephen (LS); Sharon Campbell (An Crùbh Manager); Keith MacKenzie (prospective Director).</p> <p>In Attendance: David Collins - Company Secretary (DC)</p>	
2	<p>Minutes and Matters Arising:</p> <p>The minutes were formally approved.</p> <p>Following the issue of the draft minutes, board members should make comments to the secretary within 5 days.</p> <p>All other matters arising, other than those listed below, are covered in the agenda:</p>	
3	<p>Financial:</p> <p>i. Treasurer's report on funds:</p> <ul style="list-style-type: none">- The amount in the bank on 09 November 2017 were £44,160.07- Of this total, the unrestricted funds were £8,737.84- Of the unrestricted fund, £8,000 are already committed to meet outstanding accountants' fees.- The restricted funds were £35,422.23- These were split: £32,500.00 Coop account; £11,660.07 RBS account.- The Coop account contains monies set aside for retention fees.- The restricted funds relate to the An Crùbh project. <p>ii. Remaining Consultants Fees:</p> <p>Remaining fees to WTA are £2,130.97 on issue of Final Certificate and conclusion of contract. Retention fees for consultants to be checked against this figure from Fiona's previous spreadsheet.</p> <p>iii. Accounts + Audit:</p> <p>The audited accounts have now been submitted to OSCR and Companies House.</p> <p>iv. Finance Committee:</p> <p>The Finance Committee met on 15th September to finalise costs shared between CDI and ACL, funding allocations and unrestricted funds.</p> <p>v. Management Accounts:</p> <p>It was noted that SW and DC spent considerable time preparing management accounts for the auditors. The board are thankful for this detailed and time-consuming work. It was noted that allocation of various invoices to funders had freed up unrestricted funds which puts CDI in a better financial position.</p> <p>vi. CSM Accountancy Charges:</p> <p>The CSM accountancy bill is being paid in installments. It was agreed that this should be paid off by the end of the year so the liability won't be carried into 2018.</p>	

- vii. **Audit Fee:**
£3,000 fee required to auditors, R A Clement Associates per CSM. No payment by instalment agreed, so needs to be paid as lump sum. It is the target to pay this off by close of 2017.
- viii. **Option to Tax:**
Accountants, CSM, have confirmed their previous advice that CDI do need to Opt to Tax An Crùbh (the building). Therefore, any ACL to CDI payments will be liable to be taxed and ACL can reclaim tax. This was established on 13.10.17.
- ix. **Finance Committee Sage Training:**
It was agreed that the finance committee should seek training from SC in how to use Sage accounting package and input figures from the management accounts.

4 An Crùbh Limited (ACL) Update

- i. **Memorandum of Understanding:**
Progress has been made on MoU. Work still to be completed on this. DC, SW and SC to meet to finalise details. DC
It was noted that ACL will invoice CDI for work undertaken by SC in managing CDI's SC
and bookings for the hall.
- ii. **Profit & Loss:**
The Profit & Loss Report was presented to ACL w/c 30.10.17.
- iii. **Budget for 2018:**
This is currently being looked at.
- iv. **Shop Stock-take:**
This has now taken place.
- v. **BBC Alba Hogmanay:**
The booking by BBC Alba for An Crùbh for Hogmanay broadcast, now includes provision of food.
- vi. **Christmas Dinners:**
A menu has been finalised. A draft flyer has been issued and publicity will commence shortly. A number of bookings have already been made.
- vii. **Questionnaire:**
It was discussed that it would be useful for a short questionnaire be prepared for customers to fill out to help gain further feedback and information for the shop.

5 Hall Chairs:

- i. **Specification:**
RF presented images and draft costs for new upholstered, stackable chairs for the hall. It was noted that these required to be comfortable, durable and good value. It was felt these chairs were appropriate, but a sample chair would be useful for the board to view. RF
- ii. **Numbers:**
We currently have approx. 40 blue chairs for the hall and capacity for 130 seated. It was felt that 100 seated would be a good number for most events.

Two options: A) Order 60 new chairs so we have 100 chairs of our own, topping up from café or another venue for capacity events or B) Order 100 new chairs and utilise the existing 40 top-up chairs for capacity events.

RF to obtain costs for provision of 60 or 100 chairs. Costs to include delivery to An Crùbh and links to form rows. RF

- iii. Fundraising:
£850 has already been received through the previous *Sponsor-a-Chair* campaign. It was suggested that an online *Bridging-the-Gap* campaign be set up to try and raise the rest of the money required. SW to consider possible means to host this. SW to enquire whether fundraising from a donation website could be organised by CDI or whether it needed to be channelled through the fundraising committee. SW

6 Celebrate Programme of Events:

- i. Suggestions received from the community so far:
Art Class; Clothing exchange; Craft get-together; Choir; Cake decorating; Music session- Sunday afternoon; Book reading story-telling in Gaelic – children / adults.
- ii. Programme:
A programme is to be developed for these events. This will help generate interest in different ways in which An Crùbh can be used.
- iii. Book Reading / Story Telling:
It is thought that winter-time book-readings by the fireside would be a good first event to programme. MW was tasked with speaking to several local writers/storytellers to see if they would be interested. MW
For a children's session it was suggested that 3pm on a Saturday would be suitable. For adults it was suggested that late afternoon/early afternoon on a Friday would be suitable. TBC.

7 AGM & New Directors:

- i. AGM:
A date in early-mid February was mooted. Date and arrangements to be confirmed.
- ii. New Directors:
A poster/information leaflet to be prepared to see if new energy can be brought into the board from the community. It is felt that it is an exciting time to get involved in CDI or ACL as now the facility is up and running, there are lots of possibilities to run events/clubs and initiatives. RF to prepare a poster. RF

8 Hydro Scheme:

- i. Evaluation:
A proposal has been received from an external company to carry out a study into the viability of a Hydro scheme for the old reservoir. This would involve no investment or management from CDI/ACL and would potentially provide free electricity for investment in scheme to provide free electricity for An Crùbh.
A fully-funded evaluation has been proposed and is now proceeding.
DC has been in touch with company concerned and will report back to the board on progress. DC

9 AOCB:

None

10 Date of Next Meetings:

Next CDI Board Meeting: Monday 11 December or Wednesday 13 December depending on availability of other board members – not present.

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

Time Meeting Concluded:

9:45pm.