

Approved Minutes
Camuscross & Duisdale Initiative
Meeting of Directors
Monday 4th November 2019 at An Crùbh 7.45pm

1.	<p>Present:</p> <p>Mark Wringe (MW), Susan Walker (SW), Penny Hardie (PH), Euan MacDonald (EM), Innes Grant (IG), Keith MacKenzie (KM), Sharon Campbell (SC)</p> <p>In Attendance: Jeana Wilkinson (JW),</p> <p>Apologies: Michael Rossi (MR), Siusaidh NicNeill (SN), David Collins (DC)</p>	
2.	<p>Approval of Previous Minutes and Matters Arising</p> <p>i. The minutes were approved subject to some minor alterations.</p> <p>ii. All comments for the laminated information signs had been collated and the final wording has been finalised. SW to progress production of the signs.</p> <p>iii. The date for the joint CDI/ACL meeting has been provisionally agreed as 14th November 2019.</p> <p>iv. SC confirmed that the best situation for the outside lights had been discussed with an electrician and the cost to install them will be approximately £500. These lights can be set on timers that can be adjusted. It was agreed that this should go ahead.</p> <p>v. The information screen for the café is still on-going.</p> <p>vi. The floor in the woodchip hopper is to be renewed in the spring before the café opens full time.</p> <p>vii. There are no further reports of the alarms being set off on Friday nights.</p> <p>viii. MW to write a letter of support to Archie MacCalman re the Dòchas Project.</p>	<p>SW</p> <p>SC</p> <p>SC</p> <p>MW</p> <p>PH/IG</p>

	<p>ix. In future the minutes of the CDI meetings will be approved at the following meeting and distributed to the community the following day.</p>	
3.	<p>Finance</p> <p>i. IG reported that the balance in the RBS account stands at £3392.33 and the Co-op bank account, a restricted contingency fund, stands at £739.87.</p> <p>ii. A development grant of £5360.00 has been paid to ACL for the cost of the driveway as agreed.</p> <p>iii. Elaine Smith has been requested to deposit the CDI Lottery profits into the Co-op account to contribute to the contingency fund.</p> <p>iv. PH asked if people were aware of the 50/50 lottery and it was agreed to raise the profile with leaflets in the café, on the door and in the shop. Elaine Smith is to be asked if she can draw this leaflet up.</p>	IG/ES
4.	<p>Business Development Managers Report</p> <p>i. SC reported that both companies VAT returns have been completed.</p> <p>ii. The Highland Council have booked An Crùbh for polling on 12th December. There was a discussion about key holders to open and close that day and MW and DC will cover this between them.</p> <p>iii. The boiler wood chip delivery arrived on a wet day and the extra dampness in the delivery caused the chips to swell and clump, blocking the feeder which resulted in no heating or hot water on a few days. SC was able to be talked through how to resolve the situation but this is a potential future problem that has been identified.</p> <p>iv. The kitchen ceiling is now available to be painted on Mondays, Tuesdays and Wednesdays.</p> <p>v. PH reported that Clive Wadham will do the necessary work for the hand dryer splash backs and will plumb in the kitchen sink in the community kitchen. It was agreed to purchase a sheet of shower wall which will also provide a splashback in the community kitchen.</p>	IG

	<ul style="list-style-type: none"> vi. The café opening hours have been reduced for the winter and IG has sent notice of this to all members. Take away tea and coffee are to be available in the shop. vii. In the in-house bakery is going well and further products are planned to be introduced once the customer base has been established. viii. The ACL Board finance meeting is planned for 7th November 2019. ix. A late night Christmas shopping preview is planned for 22nd November x. SW and SC submitted a development plan for the installation of pods and camping pitches. Planning permission is required for such a development. KM suggested requesting funding from Rural Tourism Infrastructure. xi. SC updated the meeting with the ACL profit and loss statement to date. ACL has met its targets but will benefit greatly from continued community support to grow the business further. The CDI Board thanked SC and her team for their hard work in raising income and meeting high running costs. 	SN/SC
5.	<p>CDI/ACL Employer Structure and Funding for a Marketing/Support Post</p> <ul style="list-style-type: none"> i. SC is investigating HIE funding for a graduate placement and hopes to have information on non-managed funding for the next meeting. There has been a favourable response from the Robertson Trust but this will only provide 50% of the cost. SC and SW proposed a new structure whereby SC and the new marketing position would be employed by CDI. SC's role would then be as Trust Manager to manage both the charity and the trading subsidiary. The CDI Board agreed in principle that CDI should be employers to assist in the progression of these posts and to improve coordination of all CDI's activities. It was agreed to discuss this at the joint CDI-ACL meeting. 	
6.	<p>Events and Fund Raising Activities</p> <ul style="list-style-type: none"> ii. The quiz night on 15th November is to be further promoted with flyers on the café table. Booking for this event is essential for supper. KM to ask SN if people are able to attend om the night without supper for a reduced fee. 	KM/SN

	<ul style="list-style-type: none">iii. Plans for the Christmas fair are progressing.iv. JW raised £159 from the paper based quiz in the shop resulting in a donation of £149 to CDI after costs. Another quiz is planned for November.v. MW asked if CDI wished to put on a Christmas or New Year event. The meeting felt that it was probably a little late to plan anything at this stage in the year.	
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**The next meeting will be held on 2nd December 2019 at An Crubh
A proposed joint ACL/CDI meeting is proposed for 14th November 2019 dependent on SC
availability.**