

DEVELOPMENT COLL

Minutes of the Meeting of Directors held on Wednesday, 7th August 2013

Present: Louis Romeo, Chair
Seonaid MacLean-Bristol, Jen Byram, Lavinia MacLean-Bristol,
Nic Smith, Jean Peddie (Minute Taker)

In Attendance: George McConnachie (Staff)
Seven members of the Public

Internet Link: Juliette Summers - on Skype - Items 1 - 11.4

1 Apologies: John Fraser

2 Register of Interest: None

3 The Minute of the previous meeting held on the 3rd July 2013 was agreed to be an accurate record.

4 Matters Arising

4.1 Louis reported that the meeting scheduled for 25th July with D Logie regarding housing had gone well and was positive.

4.2 Both Lavinia and Seonaid have yet to look at the Marketing Report with George.

4.3 Seonaid reported that she had not yet written to the press about the successful Tunnel Trust event recently held at An Cridhe. George reported that the Tunnel Trust were keen to return and that he had received good feedback from the event. The public use of An Cridhe during events was discussed.

5 Finance

George reported on the May - July 2013 results and commended the efforts of staff. The business was profitable for the first quarter (May, June, July); the challenge will be the next six months and full year. Directors expressed thanks to George and the staff for the work they had done to secure these results. George stressed that even more income could be generated and the next three months ahead already looked good.

6 EGF Update -

6.1 It was agreed that a separate meeting should take place to discuss the Directors' Handbook. This to be an item for the next meeting. **Action: Jean**

6.2 The Memo of Understanding, submitted by Pamela Redpath, was accepted by all Directors. To be forwarded to Coll Half Marathon Committee for their approval and comments.

7 Company Business

7.1 Memorandum & Articles of Association - Voting Rights of Associate Members - Burness, the originators of the document, had been consulted by Pamela Redpath. The view expressed by Burness was that Associate Members, who do not have a right to vote at an AGM of Members and who, because of their Associate status, may not be elected by the Membership as Full Directors, should however, as Co-opted Directors, have a right to vote at Board meetings. Since this voting right at Board meetings is not explicit in the document, it was agreed by Directors present that it would be put forward as a proposal to the Membership at the next AGM in order to obtain permission to alter the Memorandum and Articles of Association to reflect this change. Jean to check the process for this amendment.
Action: Jean

7.2 Education Growth Plan

Louis reported on a recent visit by parents to Tiree in connection with a proposal for Coll school children to attend the High School in Tiree. It was proposed that a working group could be set up with some involvement with Development Coll. Emma expressed her desire to help take this project forward. There was a discussion as to how best to proceed. Louis to collate information regarding the above proposal and, following further discussion with all Directors, respond directly to Emma.

7.3 Human Resources Update

Louis reported that all documents had been received from Helen Munk from EVH. Louis to forward to Jean for onward distribution. **Action: Louis/Jean.**

8 An Cridhe

8.1 George reported that he had been working together with Jim Bennet on the Work Plan and that this had been sent to Directors prior to this meeting. Discussions had taken place between Jim, Nic, Seonaid and Louis regarding the plan. George referred to key elements of the plan and asked for Directors' comments. Directors congratulated George on the standard of the document, stating that it was a good working document for staff use.

8.1.1 George suggested the plan offered an oversight for Directors over the months ahead. Responsibilities for individual task areas had not been allocated and this was seen to be a task for staff, Management Committee and Directors to decide.

8.1.2 Following discussion it was agreed that the document should be examined by the Management Team at their next meeting. George reported that staff were already working on their individual work plans. Louis questioned the timing proposed for discussions with staff regarding contracts.

8.1.3 Concerning the generation of more business, it was agreed that there needed to be a balance between generating profits to sustain the business and meeting the needs and purposes of the facilities for the community.

8.1.4 George commented on the discussion regarding the involvement of Directors in the working of the plan, suggesting that the day-to-day work would be by staff and the Management Team with Directors taking an overview of what is happening and when. Thanks were expressed by the Chair to George for his work on the document.

8.2 Application to 3rd Sector Internships Scotland

8.2.1 George reported that he had met with Juliette to discuss matters. George had submitted an application for funding for an intern to work on the viability of a Heritage project. The response from 3rd Sector Scotland had been positive. Juliette was impressed by the remit of the application. Discussion followed regarding a job description for the internship. George reported that this was in hand. Louis stressed the need to look at the cost of the project for Development Coll. Following discussion about staff time involved and the line management required for an intern, a vote was taken on whether the project should be taken forward. Four Directors were in favour with one abstention.

8.2.2 Louis had concerns of a possible conflict of interest regarding Lavinia and her husbands' involvement in the project. Following clarification it was agreed that there was no basis for concern.

8.2.3 Juliette reported that she was involved in discussions relating to further potential internships.

9 Management Committee Update

9.1 Snagging Issues - final payment had not yet been made. An inspection with the architect had taken place. Louis to contact John Fraser for an update.

9.2 Volunteers - Update on Event - discussions had taken place at the Management Team (MC) regarding the remit of volunteers. The remit of the MC had also been examined in order to clarify what they do and the relationship of the MC to sub-groups. Results to be discussed at the next meeting of the MC. It was agreed by Directors present that the event had been successful and that the turn-out had been good.

10 Affiliated Groups

10.1 Recycoll - A report was awaited from Pamela Redpath regarding the outcome of her meeting with Recycoll.

11 Other Business

11.1 Seonaid reported that a meeting had taken place concerning affordable housing between Jodi MacLeod of Rural Housing Scotland, Development Coll and Coll Community Council. The outcome was that finance could be available from the Council if land could be made available.

11.2 Lavinia noted that a community shed was required on Coll. This to be an item for the next Board agenda. **Action: Jean**

- 11.3 Seonaid reported that a food event is to take place from the 5th to the 8th September with the Bunkhouse being hired for accommodation and cooking. A pre-payment of £200 had been made by Development Coll to the organiser of the event. Profits from the event to go to An Cridhe. It was suggested that Campbell Cameron from Oban FM could be a possible link to promote the event; also Dave Lyons for public relations.
- 11.4 Lavinia announced that she would like to resign as a Director of Development Coll. She proposed to remain as Director and Treasurer until the next AGM. Lavinia would remain on the Management Committee. The imminent vacancy for Treasurer was discussed and a proposal suggested. It was agreed that further discussion would be required by all Directors regarding the proposal of three potential new Directors. Interested parties would be advised following the outcome of these discussions. It was agreed that any proposals for Directors should be made formally by individuals concerned, in writing to the Chair. Interested individuals would then be invited to attend three meetings of the Board as observers prior to selection.
- 11.5 It was noted that in order not to disrupt the progress of meetings the Agenda for each Board meeting clearly states that members of the public are welcome to attend meetings and that any *questions from the public may only be raised at the end of formal business of the Board.*

12 Date of Next Meeting

Wednesday, 4th September, 2013 at 7.30 pm at An Cridhe.