

Minutes. Development Coll. 4th March 2015

Present Lavinia, Carol, Margaret, Arlene, George, Juliette
Apologies Nic
Welcome Lavinia welcomed those present.

There were no declarations of Interest at the start of the meeting

Matters arising from the minutes

- Lavinia has had no internet connection and has not been able to check with Fra and Arlene as to whether there is a data protection issue with keeping a record of DC membership details. Arlene has checked and we are not currently working in line with the Memorandum and Articles of Association. **Arlene will work with Caroline and Karen to help them put in a process to enable DC to manage membership effectively. Arlene will also do some data protection training with the staff.**
- Lavinia talked to Rob about the letter from John Wheeler James regarding the breakwater at the ferry terminal. Rob (CCC) and Lavinia drafted an initial letter to cmal. Cmal had said they may be able to help with the funding. George suggested that a further step may be to ask businesses to quantify the business they have lost due to missed ferries. George expressed an interest in feeding into any future discussions regarding plane timetables and ferry timetables.

Mobile

- Derek updated today. A Vodafone engineer needs to come across and then Mono and Vodafone and Derek need to come to commission the site. Likely to be end of March.
- George to put an update on the website

An Cridhe

- George gave a general update.
- Prices have changed as of 1st March with the aim of increasing usage. A per person rate has been introduced for hall, shared space and MFR for small groups. Pricing for social events has also been changed with a lower price if An Cridhe run the bar. Arlene asked if AC is going to monitor any difference in use following price changes. The additional staff should allow for some recording.
- Only 50% of target was reached with winter bunkhouse bookings. High targets had been set, especially for November. Need to think about possibly only taking group bookings in the winter in future. Going to take OWL readings to work out if taking individual bookings is worthwhile.
- Trying to attract additional members to MC. Eight people were to be approached by existing members.

Housing

- George presented the Project Status Report for month ending February 2015.
- The proposal for George to cover Fra's 10 hours, at Fra's rate of pay (3 hours management accounts and 7 hours book keeping) from March till September making George's hours 31 hours per week was discussed. George has 21 hours per week as Development Manager for Coll Bunk House and An Cridhe. With George covering Fra's hours there may be some difficulty in covering the work for the housing project. Arlene and George to meet to scope the work required for the housing project and discuss potential solutions. Question was raised, would Caroline and Karen be interested in doing some work from home? Point was raised that Jane could probably take a few hours per week.
- At this point George left the meeting. Lavinia proposed that George take over the 10 hours from Fra, at Fra's rate of pay and this was agreed. Arlene made the point that it would be prudent to review Job descriptions if this had not been done in a while particularly with a view to ensuring there was a mention of the responsibility to ensure any DC processes followed what was set out in the Memorandum and Articles of Association.

Nic as George's line manager is to confirm that this is done and Arlene volunteered to look at this with Nic.

Suggestion was made that Nic takes directors through job descriptions. Lavinia to e-mail job descriptions to Arlene.

George returned to the meeting.

AOB

- George to speak to DTAS to look for new dates for the Strategy Day.
- Formation of finance committee. George, Nic, Gerry and any interested directors are to meet during week commencing 23rd March to look at latest monthly management reports, funding applications and actions from previous finance meeting.

Important Dates

- | | |
|-------------------|---|
| 1 Finance Meeting | Week Commencing Monday 23 rd March |
| 2 Next DC Meeting | Wed 1 st April at 6-30 |