

Minutes Directors' Meeting 30/03/2025

Meeting opened: 10:08

Present: Gemma, Noelle, Richard, Gabriel, Linda, Andy, Ann, Josie

Apologies: Heather

Guest: Jon Lunn

Treasurer Report:

Current Account Balance: £1,726.73 **Reserve Account Balance:** £ 1,237.77

Deposits:

Payments: £85.67 – electricity

£2.80 – loan repayment

£200.52 -Logic Alarms

To be Paid: £ 67.42 – electricity (coming in)

- Heather has sent 2024 information to MacKay & Co and will follow up on when audit report will be ready. (Needs to be approved by Board before AGM)
- Heather will talk to MacKay & Co about software requirements for bookkeeping.

Ongoing Business:

- **Hall Improvement/Maintenance** – work to be done
 - repair door frame on outside storage area
 - General dampness increasing again - entrance porch, both upstairs rooms, porch storeroom and café area, kitchen, chimney. Situation needs further investigation urgently.
 - Painting of new eating area
 - Change of electric switch in new eating area
 - Kitchen wall has been refilled but has started flaking again, needs to be repaired in 1 month limit. **Richard** has sourced some splashback but it was decided for **Linda** to try painting it again to see if that works first. If not, it was decided to buy some matching splashback.
 - Disability Access- fine scalplings to make the path more suitable. **Andy**
 - Older **smoke alarm** malfunctioning so disabled. **Andy** will contact Logic Alarms and get them to replace the 3 older smoke alarms.
- **Purchase of the Hall** –
 - No further progress because Mac & Mac cannot proceed until all Directors give identification information and they are still waiting on Heather.
 - To get funding and to own the land our constitution needs to be updated to 2003 regulations.

- **Heating, Lighting and Energy**
 - EOI for Community Regeneration Fund completed and emailed to Highland Council.
 - As the hall is an older style building which was designed to have constant heating, pushing the damp out, **Noelle** suggested we make a 10 year development plan so that we don't waste money on purchasing heating methods that need to be changed in the future. Part of the action for the new Board after the AGM.
- **Increasing Hall Hire**
 - **Gemma** has investigated website URL domain name "Elphin Hall" and possible link to current website. Gemma reported back on lots of ways to increase google search hits and things we need to include in posts, blogs etc but the current website is very dated and neither user nor admin friendly. **Ann** will send **Gemma** (and Andrew) the admin link so that Andrew can look at existing website to see what can be done to improve it. Names such as "Elphin Highlands" were also suggested. Online hall booking system was suggested but decided against.
 - **Ann** will not put booking information in Ullapool News "What's on in Elphin Box" until after the AGM as the contact person will change.

Other Business

- Market charges for 2025– starting on Wednesday 9th April. It was decided to charge £80/week, same as in 2024
- Fiona has enquired about possibility of using hall to sell her paintings. It was decided to offer her the hall for £30/day if she wishes to proceed but that she could not leave work on display at hall between days due to Markets on Wednesday. **Gabriel** will let her know
- **AGM – 26th April, at 7pm**
 - **Ann** to send Jon Lunn a nomination for election form.
 - **Constitution changes** - Membership needs to define full members as local. **Richard, Simon** and **Ann** have looked into it. It was decided to make minor changes to be presented for approval at AGM. **Ann** will draft proposed changes for Board to approve via email.
 - **Ann** to send all Board members membership application form to have a membership drive before the AGM
 - **Board Roles** - Ann circulated a list of her current duties and Noelle has suggested several roles that these can be grouped into, to be taken on by individual Board members. **Andy** will list his duties and then at meeting after AGM all these duties can all be divided into roles to be taken on by Board members on a yearly basis. Noelle suggested that to strengthen Board roles that a "co" position be created for Board roles.

- **Planning for 2025 events**
 - **Chicken Day** – 13th September - probably not be able to have chickens so will need to change the format but still keep the theme and have a fun/silly day
 - **Car Boot Sale** - 2024 was 1st Sunday of month for May, June, July, August. Unable to decide whether to have this event in 2025
 - **Elphin Midsummer Country Fayre** – 21st June A “crofty/farmy thing” (Like a timey/whimmy thing)
 - **Quiz nights** – 3rd May – **Jon** to organise first one and possibly have more of these instead of “food” nights
- **Orientation/Building Emergency Evacuation Tour** - Andy took the Board on a tour of the building showing everyone where services such as water & electricity were located and operated and how to test and operated smoke detectors and fire alarm board. Board members were shown evacuation procedures, routes for both general and disabled people and plans. Noelle discovered one of the evacuation route maps (which had been moved due to wall removal) was now confusing so **Jon** will produce a new one with proper orientation. Also “Assembly Point” sign is worn and probably needs replacing. Kitchen hot water switches were shown and also location of fire extinguishers and fire blankets were indicated.

2025 Events

Markets – start 9th April, weekly on Wednesdays, 10 to 4pm

AGM – 26th April, 7pm

Open Jam Music Session – 27th April, afternoon (4pm? **Gabriel** to check as Russell was not there)

Quiz Night - 3rd May

Elphin Midsummer Country Fayre – 21st June

Chicken Day – 13th September

Meeting closed: 12:12

Next meeting: 26th April, 7pm (AGM)