

## **CO-CHOMUNN NA PAIRC and RAVENSPPOINT TRADING LTD**

### **MINUTES OF BOARD MEETINGS: MONDAY 18 JANUARY 2010**

**Present:** John Randall (chair) (JR); Mary Ann Matheson (vice-chair) (MAM); Morag O'Driscoll (MO); Hugh Smith (HS), Dave Phillips (DP)

**1. Apologies:** Donnie Morrison

**2. Minutes of last meeting** (11 December): Approved.

**3. Action points arising:**

- (i) A visit to assess what was needed to reduce the noise of the chiller unit was awaited.
- (ii) It was agreed to put approved minutes of Board meetings on the Ravenspoint website from the start of 2010.
- (iii) A possible PayPoint machine at Ravenspoint would be pursued (HS).
- (iv) MJG would be at Ravenspoint on Wednesday 20 January to instal the new software and undertake training (HS, DP and MM to attend).
- (v) JR would progress M and A of new company RTL – more Directors might be required.
- (vi) JR to contact Tor Justad about possible Co-op membership.
- (vii) The new Ravenspoint website was now operational thanks to DM.
- (viii) JR and DM would progress a new leaflet, based on material on the website, and explore funding.
- (ix) The stock had been counted at beginning of 2010 and would be entered onto a database shortly (DP).
- (x) Work on the corridor to be carried out from 10am on Saturday 30 January (All).
- (xi) DP to draw up list of work needed to hostel so that this could be completed before the Gaelic course on 6 March.

**4. Financial position:**

- (i) DP reported the last 6 months of 2009 showed a small surplus of income over expenditure, although there was a deficit for the full year including the period before the shop improvements.
- (ii) DP gave a financial update to the meeting.
- (iii) DP to monitor financial trends in January with view to possible further reductions in staffing levels to reduce costs if necessary.
- (iv) MJG to advise on allocating 2010 income and expenditure between CCNaP and RTL.

**5. Operational issues:**

(i) JR to arrange storage of Duane Mead's Christmas goods to be retained for sale next year; remainder to be returned (DP).

#### **6. Update on future plans for Ravenspoint:**

(i) Charlie Macleod would resume work on porch on 19 January.

(ii) Following a site visit on 12 December, it had been decided to relocate the two small wind turbines to the other side of the road at Croft 1 Kershader. A planning application would be made shortly. It was planned that the new equipment would be operational by next winter.

(iii) JR reported that in the light of advice on likely levels of SRDP support, he was in touch with CnES, HIE, and the Robertson Trust for funding for the planned extension. A planning application had already been submitted and quotes were being sought from builders. If funding was obtained, work was planned over the period October 2010 – March 2011.

#### **7. Courses at Ravenspoint:**

(i) The Social Enterprise Academy course had been successfully held on 14/15 January.

(ii) 9 applications had been received so far for the Community Assets course on 4 February.

(iii) Bookings were being taken for the Gaelic learners course from 6-13 March but more were needed. JR to advertise locally and draw up detailed programme for the week.

#### **8. Health and Safety:**

(i) Tables prepared by MO accepted as useful starting point. MO to prepare policy document, and explore training on food hygiene for staff and optimal temperature of various units as a priority.

#### **9. Any other business:**

(i) Agreed to reply to French student seeking work placement to clarify ability in English, age, and whether meals had to be provided (HS).

(ii) Following the social accounting course, it was decided not to embark formally on social accounting at this stage, but to draw up a list of useful points for action (DP).

(iii) HS to explore cost of Ravenspoint entry in 'Explore the Outer Hebrides' leaflet.

(iv) HS suggested more attention should be given to placing high margin goods in best-selling parts of shop. More shelving could be placed on wall presently used by eagle exhibition if latter could be relocated in the improved corridor area.

(v) Reciprocal website links to be sought (DP).

(vi) MAM agreed to supervise organisation of a Burns Supper for Friday 19 February – food, entertainers, posters, booking of Storlann.

(vii) JR noted launch of Laura Helyer poems and essay inspired by Angus Macleod on Friday 26 February at Ravenspoint.

**10. Date of next meeting:** Tuesday 16 February, Ravenspoint, 7.30pm.