

CO-CHOMUNN NA PAIRC and RAVENSPPOINT TRADING LTD

MINUTES OF BOARD MEETINGS: TUESDAY 16th FEBRUARY 2010

Present: John Randall (chair) (JR); Mary Ann Matheson (vice-chair) (MAM); Donnie Morrison (DM); Hugh Smith (HS); Dave Phillips (DP)

1. Apologies: Morag O'Driscoll (MO)

2. Minutes of last meeting (18th January): Approved – to be placed on website (DM) and displayed at Ravenspoint (DP). Copy attached for ease of reference.

3. Action points arising:

(i) A box of items to reduce the noise of the chiller unit had been received and a visit from an agent to instal these was now expected (DP)

(ii) A PayPoint machine looked unlikely unless turnover increased. Worth checking RBS as an alternative (HS)

(iii) A second training session with MJG for use of the new software to be re-arranged (DP)

(iv) M and A of RTL now agreed and appointment of JR and HS as Directors notified to Companies House. This should allow RBS to set up bank account (DP)

(v) New bilingual leaflet on Ravenspoint/South Lochs now under consideration with possible funding from CnaG and CnES (JR)

(v) Painting of corridor to be completed on Saturday 20th February, with a local contractor then to be invited to complete the work (DP)

(vi) HS had arranged for Ravenspoint item to be placed on 'Explore the Outer Hebrides' website

(vii) Reciprocal website link to be pursued (DP)

4. Financial position:

(i) DP gave financial update.

(ii) Agreed to investigate on-line booking system for hostel (DM).

5. Operational issues:

(i) Action had been taken to reduce staff on Saturdays until trade improved.

(ii) Guidelines for staff tasks to be prepared (DP and MM).

6. Update on capital improvements at Ravenspoint:

(i) Porch. Waiting for volunteers to complete concrete base. Roof and electrical work could then progress. Need to change position of sign. New porch area to be used for notice-board, library, extra shelving for sale of wood and gardening items.

(ii) Renewable energy project. Planning permission and lease arrangements for two wind-turbines on croft 1 Kershader in hand. Contract with SWP signed on advice from CES, subject to planning permission and lease. First payment of some £18,000 now triggered – to be funded by CES and up-front payment of 50% of CnES grant. Insulation work to be progressed asap (DP).

(iii) Extension project. Planning permission in hand. Applications made for funding to SRDP (70%), CnES, HIE and Robertson Trust - balance from own resources. Quotes from contractors received. A decision on SRDP funding was likely in April.

7. Forthcoming events at Ravenspoint:

(i) Burns Supper – Friday 19th February. In hand (MAM).

(ii) Laura Helyer launch - Friday 26th February. IBT event in hand (JR).

(iii) Gaelic course - Saturday 6th-13th March. Some adjustments to programme discussed (JR).

(iv) Films – Wednesday 17th March – to be confirmed (JR).

8. Health and Safety: To be discussed when MO present.

9. Any Other Business: None.

10. Date of next meeting: Monday 22nd March, 7.30pm, Ravenspoint