

Elphin, Ledmore & Knockan Community Association

Minutes of Director's Meeting Wednesday, 27th October 2010 at 17:00

Venue: Fir Chlis, 399 Elphin

1. Apologies: Helen McQueen, Roddy Houldsworth, John Venter.
2. Present: Kate McSweeney, Stuart Charlton, Sian Curley, Wendy Wright. Jan Kilpatrick present by invitation for discussion of arrangements for winter market.
3. Adoption of Minutes of Last Meeting: Minutes of the previous meeting on 1st October 2010 were adopted.
4. Chair's Report: Charity Status: Stuart has spoken to OSCAR and the Highland Council. We need to have a finance policy and to make the following amendments to the standing orders to comply with regulations governing financial management of the company.

Any financial commitment must be agreed by the Committee before it is undertaken. Amounts over £150 can only be authorised by The Treasurer and countersigned by the Secretary or Chair of the Committee.

Any event to be undertaken by ELKCAL must be approved by the Committee with any financial commitments clearly identified. The Committee will nominate an Event Coordinator and make that person responsible for coordinating any financial commitments with the Treasurer subject to the constraints identified above.

We need to keep two sets of official bank records, the first of which is kept by the treasurer, the second to be kept at the registered office which at the moment is Fir Chlis. This is to avoid loss of records in case of fire or flood etc.

We need to appoint an event coordinator who will liaise with the treasurer and keep a record of money spent in order to be able to present an expenditure account report to the chairman.

We are getting to the stage when we will also need a hiring policy for the hall.

Due to lack of time we decided to discuss the above points at the next meeting.

5. Proposal for Summer Rock Concert – Stuart on behalf of John. John is very keen to organise a Summer Rock Concert and already has two bands who may be willing to play. Local bands are short of practice venues and may be willing to perform at the concert if we allow them to use the hall for a nominal fee. After discussion we agreed a weekend in early June might be a good time to avoid clashing with other events and the midges! We would like to provide camping facilities, perhaps at the school or/and at other sites around the village.

6. Arrangements for Winter Market: Jan joined us for this item.
Stuart, Sian, Wendy and Kay have been down to the school this afternoon to clear out and organise it for the market. We unfortunately missed the bin men! Stuart will try to make some arrangements for next week for the rubbish to be collected directly from the school.

STALLS - All of the stalls will be downstairs. The three food stalls are to go together in the small room, all other eleven stalls will go in the hall.

Sian will organise borrowing 6 trestle tables from Achiltibuie. All other tables are in position.

The school will be open from 10am to allow stallholders to set up.

REFRESHMENTS - Mulled wine will be served out of the small narrow room downstairs.

Jan will make the mulled wine and fruit juice and will make enough for approx 100 glasses. Brian will bring the wine over to the school on Saturday morning.

Stuart will provide the wine.

Sian will borrow a tea urn to put the wine in and will provide the spice kits for the wine from her stock.

Sian will provide mincemeat for the mince pies. Kay, Sian, Wendy and Helen will each make 2 dozen. Sian will ask Sue Smith and Kate will ask Betty if they will both also make two dozen.

RAFFLE – Raffle tickets will be sold for 25p each or £1 per strip.

Sian will put together a list of prizes.

Stallholders will each display the prize they are donating on their stall.

Sian will take collecting tins and tickets to Polbain and Achiltibuie stores.

Kate will take one tin for the pub and one for the ambulance.

Stuart will give one to Susan in KLB.

Tickets will be drawn for specific prizes.

We will sell raffle tickets on the day.

? Stuart/Sian to ask Jean or George to draw the raffle

POSTERS/ LEAFLETS – Jan will distribute posters in Ullapool High school, the Macphail Centre and the Arts Centre.

Wendy will do the rest of Ullapool and Lochinver.

Wendy will leaflet drop the village and sort out road signs.

Wendy will ask John Murray for police warning road signs.

GAELIC CHOIR – The Gaelic choir to perform about 2pm.

PROGRAMME – Sian will put together a programme for display in the hall.

PARKING – Tim and Stuart to do.

Wendy will ask Dave if we could use the Tea room car park for stall holders.

FAIRY LIGHTS – Jan will put some up outside/inside the studio.
Stuart and James will put lights up outside the school.
We decided a Christmas tree would perhaps not be practical to organise in the time available.

Meeting finished 18.30.
Wendy Wright.