

Upper Eskdale Development Group Directors' Meeting 4 March 2015

Present: Sue Campany, Ernie Buck, Les Harrison, Susie Lilley, Jock Miller, Jennie Mills, Bernard Provost

Absent/Apologies: Lodro Dorje, Nick Jennings, Scott McCarthy, Victoria Long

Minutes of the Meeting of February 2015: Jennie moved to accept, and Ernie seconded the motion, which was carried.

Matters Arising:

- Signs for the Café/Hub. Discussion: that opening hours should be put on the signs. Decision: defer until next monthly meeting.
- Opening hours of the Café/Hub: Thursday – Sunday, 10 – 4; Saturday evening
- Art displays at the HUB. Victoria has sent a message that Bella Green has donated some paintings and prints to Rokpa, and Rokpa would like to exhibit the paintings (for sale) in the HUB and give a percentage of profit to the HUB. The Board is pleased for Victoria to look into this further and report back at the next monthly meeting.

Reports: Chair

- Visit of DTA. Wendy Reid, our contact from Development Trust Scotland, who offer support and advice for the dispersion of funds from Scottish Government, has offered to visit with members in the near future to assess how we're doing. Sue will meet with her on Friday, 6 March to discuss the help they can offer.
- Employment Structure. Sue pointed out that the principle role being funded has changed from Project Development Manager to Business Development Manager, in keeping with the change in culture of the UEDG's remit to make sure that the HUB moves toward being a successful, self-sustaining business. As such, there should be a clear job description with performance indicators for this and any other UEDG positions supported by the grant. The responsibilities of this role were clearly established prior to the support funds being granted.
- Finances.
 - The grant is paid quarterly in advance, in accordance with projected estimates for salaries, training, travel, etc., Receipts for everything are submitted quarterly in arrears to support the claim.
 - Sue proposed that the Board have access to the financial proposals and justifications so that they can check and agree amounts before the reports are signed off.
 - The Finance Committee should produce a monthly financial statement and projected forecast for the next month. This will be given to the Chair, who will consult with the Board at the monthly meeting on any operational changes. Monthly reports include expenses, VAT, income, all expenditures. UEDG needs a robust budget, forward planning by-the-month to indicate good practice to all, including funders.
- Recruitment for HUB Administrator. This position is for 24 hours/week, 5 days/week. The Hub Administrator will be invited to attend the Board monthly meetings. Recruitment interviews will take place on Tuesday, 10 March.

- Decision-making. The Board had a lengthy discussion on matters regarding café opening times and staffing. AS a result it was agreed that it is inappropriate to delegate all decisions relating to strategic direction of the café and recruitment of staff to Nick in his role of Business Development Manager. The DTS expect at least one member of the board to be consulted when staff are recruited and the board needs to have input into the development of all business ventures. Members decided to amend 2 of the decisions made at the extraordinary meeting held on 24th Feb 2015 as follows:
 - Nick in consultation with the Board is to take responsibility for recruiting general café and Hub staff to provide cover to a total of 90 hours per week.
 - Nick in consultation with the Board has the remit to set café/bistro opening times. The current hours will be Thursday to Sunday 10am to 4pm
- Reports: Treasurer
- Jennie banked \$543 cash.
- It is not known what credit card payments were taken.

Events:

- Casino Night. This was postponed, because it clashed with the Nyungneys at Samye Ling. The new date is 28 March. Jock will find volunteers. Susie is available.
- Games Night, 7 March. Jock to coordinate. Tanith will prepare hot dogs, bacon butties, chips and pies. John (friend of Gary Buckley) will help her.
- Ceiledh Night. Saturday, 14 March.

Any Other Business:

- New Meeting Times: There was a discussion that the monthly meeting times be earlier to allow Lodro Dorje to attend. This will be discussed again at the next meeting.

Next Meeting: 1 April

Respectfully submitted by Susie Lilley (acting Secretary)