

UEDG Committee Board Meeting

Tuesday 21st August at 6.30pm

Actions in Bold

Present: Bernard Provost, Lindsey Reid, Victoria Long, Jennie Mills and Nina Finnigan.

Apologies: none. George Birrell did not attend.

Declaration of Interest: None

Minutes of Previous Meeting: these were read through and agreed to be correct. This was proposed by Lindsey and seconded by Jennie.

Matters Arising: It was agreed to have the AGM on Sunday 28th of October at 3pm.

Reports:

Finance

The half yearly accounts were looked at in detail. Nina will take up various matters that arose with Theresa, our accountant.

Chair's Proposal to the board: this was gone through and a number of decisions made by the board. Due to our financial situation it was agreed that we needed to reduce the number of staff.

From the end of October to April 2019, we will reduce the opening hours to only open during certain days (to be decided) and for events. We should think about hours between now and the next meeting.

We should plan during the winter for the 2019 year with regard to the management and hours of the Cafe.

In the short term a standard menu will be agreed that is ready and available for customers. This will be done by the beginning of the month.

Some of the staff have asked for extra hours/days.

Nina is happy to manage the staff.

We currently have a bank of people (staff & vols), who have training in level 2 Food Hygiene.

A community meeting will be called as soon as possible to explain the situation and ask for community support.

Events: Lindsey went through the Minutes of the Events Meeting.

It was noted that Sept 1 – 16 is Scottish food and drink fortnight.

1st Oct is World Vegetarian day,

1st Nov: World Vegan day.

Lunch Group:

It was noted that according to health and safety, the Kitchen should not sell home made food brought in by volunteers.

The Funding for the Lunch Group should be a restricted fund and accounts kept of income and expenditure.

Grants applications and income from Grants received. Nina will look at the possibilities for matched funding for the Lighting and Hanging in the Gallery and the Bike Rack Cover.

AOB:

Photocopier: Our photocopier is needing work done on it and the ink is running out. Rather than get a new one, we will be trying out a couple of personal ones that we already have: Victoria has one and Nina has one that we could bring in.

Insurance: it would be between £50-100 more per annum to raise our indemnity to £500,000. If we go bust and it is considered due to our negligence, we would be liable. The indemnity is currently £100,000. We all agreed that it should be raised.

Date of next meeting. 26th Oct. 6.30pm.