

**Upper Eskdale Development Group
Directors' Meeting with Staff & Stephen Montgomery
05/04/17, at the Hub**

Present: **Jock Miller, David Moffat, Stephen Montgomery, Jennie Mills, Sue Campany, Sharon Tolson, Victoria Long, Pam Carruthers, Ernie Buck, Becky Paloso, Johnny Miller.**

Matters discussed. (Decisions in **bold**).

1. Opening hours during summer. **Jock will email all board and staff for a vote.**
2. Any decisions made on a report from the Kitchen or Admin should be replied to in writing. At the meeting, **the person designated to report** to the kitchen (similarly for Admin.), writes down carefully what has been decided, and communicates this to the rest of the staff.
3. Management of the kitchen has been made more simple:
 - A. Rota making (Stephen can send a draft one to Pam).
 - B. Ordering: (Stephen): It should be decided what day of the week this should be done on.
4. **Ernie will send** the information on the basic food hygiene course, out by email on Friday.
5. Meal for Singers Group of 18. Decide on 4 things on the menu that they can choose from (Pam & Kitchen). Change this every 6 months. Adrian has suggested one meat and one vegetarian. Have the Café open to others who could join the singing group. Volunteers will be needed.
6. Becky could be put on the rota to work earlier in the week (since she is Mother to Elliot). Pam and Lisa will make up the rota.
7. Have someone directly and consistently involved in management and communication with the Kitchen staff (board member), or Sharon comes to the meeting and communicates to Pam and rest of staff. Or Pam becomes manager. Only has the new menu to worry about. Pam: said if she was to be manager she would want the same pay as assistant cook.
8. Zero hour contracts compared to normal contracts: according to Stanley Wynd our accountant, there is no difference. However, in order to preserve flexibility with regard to winter opening hours, we need to keep it that way.
9. Becky does not mind being on a Zero Hour contract, but wants to know where she stands. Have shifts decided well in advance. Johnny does not care if he is on a 0 hr contract because he likes to be able to say no.
10. Point made by Bernard: The Employer has to be as reliable to the employee as the other way round.
11. Have a simplified menu for when there is one staff member on: Mon, Tues, Wed: Soup & sandwiches.
12. Get everyone trained in Food Hygiene: all staff (asap) and any volunteers willing.
13. Have the roast on Sat & Sun. When it is gone, its gone (Stephen). Pam is going to start next w/e (Easter). Use Easter w/e for starting new menu.

14. It was suggested that staff rotate jobs, so that the ones who have been consistently doing soup and sandwiches, take on more difficult jobs.
15. Encourage staff to take more responsibility in the kitchen. Encourage all the team to be involved in the kitchen: 'Frank's Soup'
16. Events: make them a theme nite: curry night, fishy night, once a month. Pie and a pint. Have take-away that night. Do this every month. (Stephen's suggestion).
17. **Jock will update Stephen on our decision.**

Victoria Long
Secretary