

**Minutes of the Three Villages Campus Management Team Meeting
Held on Wednesday 18th December in the Three Villages Hall**

Present:

Retta Deerin, Gill Dunbar, Shaline Groves, Mary Haggarty, Lily McKay, Rhona Dick

Apologies:

Sue Furness & Fiona Jackson

Minutes of the last meeting

Taken as read and accepted as a true record of proceedings.

Proposed by Mary Haggarty

Seconded by Gill Dunbar

Matters Arising

None

Finance and Accounts

No figures had been prepared for the meeting.

Team Reports

a. Admin

There has been a fire inspection. One or two maintenance issues were raised. These are being dealt with.

The uniforms for the staff have not yet arrived.

Stephen had investigated switching electricity providers. However there is no significant difference in the costs.

The lease of the room to the Park Rangers has now arrived.

Money from the Lottery towards some staff salaries has been received.

The Hall will be officially closed from Friday evening 20th December opening again on Monday 6th January.

b. Community

Nothing to report

c. Catering

Nothing to report

d. Pit Stop

The Pit Stop is now only catering for 4 people with 1 take-away meal on Christmas Day between 2 and 4. The group expressed its thanks to Helen and her family for giving up their day in this way.

As yet there is no firm starting date for the monthly drop in carers' sessions.

e. Events

i. Burns Supper

Organisation is well in hand with speakers and entertainments arranged. Tickets will be priced at £12.50 for adults and £6 for under 12s. This will include a three course meal (soup, haggis and cloutie dumplings) and one glass of sherry, whisky or orange juice. Other drinks can be bought from the bar.

ii. Peninsula Choir Fiona Jackson provided information about the event. Tickets
Ticket sales will be split 80:20 in favour of the choir. Tickets will cost £9 in
advance or £10 on the day. The choir will provide a glass of wine for everyone on
arrival and will mingle with the audience afterwards. There will be a 20 minute
interval at approximately 8.15pm
The choir will use the Pit Stop to store belongings.

iii. Beer Festival

Iain Dick, Gary Stead and Stuart Greenwood are progressing this. The date has now
been fixed for 29th March 2014.

Transport will be provided to and from Helensburgh.

f. Hall Users

Nothing to report

Marketing

Anne Bax has commented on the marketing strategy. Her comments were circulated to
the group in advance.

Retta met with Fiona Butcher and Ali to discuss the leaflets. It was agreed that one
would be produced to cover meetings and functions. A few would be distributed in
mailshots on a monthly basis, mostly to the Enterprise Sector.

Weddings are not the prime target for generating additional income.

AOCB

Rhona reported that Dropbox had contacted her regarding a business account. It was
agreed that the free service was adequate for our needs. Rhona will reply to that effect.
A&TCDT board has requested that the CMG attends the first meeting in January (21st)
at 7.30pm. They have also asked to see monthly accounting figures.
Mary Haggarty said that any marketing should include the Pit Stop.

The National Park

Two Rangers joined the meeting to explain some of their suggestions for ways in which
the Hall and the Park could work more closely and provide a better service for the
public. Ideas include:

- Identification sheets of birds, leaves, etc,
- Discovery Packs incorporating basic equipment, information sheets,
quiz/activity booklets for children, etc.,
- A whiteboard for recording sightings
- A nature table. Subject to space. Other suggestions came from the CMG.

It was stressed that these were just preliminary ideas that have to be agreed at a
higher level within the LLTNP structure.

There being no further business the meeting closed at 1.45pm

Date of next meeting:

Wednesday 15th January 2014 at 12.30 in the Three Villages Hall