

Minutes of the Three Villages Campus Management Team Meeting 15th January 2014 in the Three Villages Hall

Present:

Retta Deerin, Gill Dunbar, Shaline Groves, Mary Haggarty, Fiona Jackson, Melanie Tonks, Sue Furness, Lily McKay, Rhona Dick

Welcome

The Chair welcomed everyone to the meeting.

Minutes of the last meeting

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

Proposed by Gill Dunbar

Seconded by Mary Haggarty

Matters Arising

Staff uniforms have arrived. There are some size issues, and some staff think it is too cold to wear t-shirts. Perhaps they could wear a long sleeved t-shirt underneath.

Finance and Accounts

No detailed accounts were available, but a summary was produced.

CMG members will cover Reception so that Stephen has time to complete the input undisturbed.

Action Stephen Mackenzie

When CMG members are covering Reception they have authority to act as Line Managers. Retta Deerin will explain this to staff.

Action Retta Deerin

Team Reports (Circulated in advance)

a. Admin.

i. Lottery money has been spent on agreed items, including 8-hour chairs, which should be arriving soon.

ii. Targets

The following targets for the year have been agreed

- Sage accounts produced monthly
- Complete and launch the Business website
- Information about the Hall in the next newsletter
- Questionnaire re Hall use & suggestions in the next newsletter
- Board advertising events to be put out daily for the week before
- Combine all mailing lists (Colin to do with Rhona's help)

Action Mary Haggarty, Fiona Jackson, Rhona Dick

- What's on to be emailed to B&Bs

iii. Staffing

Staff will be asked to list the work they actually do over the period of a week. Retta Deerin will explain this to staff.

Action Retta Deerin

Rhona Dick will explain the contents of the minutes to Stephen to avoid any misunderstanding.

Action Rhona Dick

iv. The Licensing inspection went well. The plan of the building is missing from the folder. A replacement will be requested.

b. Community

Nothing to report

c. Catering

Fridge and freezer temperatures need to be recorded on a daily basis. Stephen has the forms. Stephen will show Colin how to do this as part of his duties.

Action Stephen Mackenzie & Colin Macalpine

Coffee mornings start again on 1st February. Shaline suggested renaming coffee mornings and will try to think of something more interesting.

Action Shaline Groves

d. Pit Stop

The Christmas lunch was well received.

The shutter has now been repaired.

December had proved to be a very poor month financially. Road closures and poor weather contributed in part to this.

e. Events

i. Burns Supper

Top table guests and performers will not be charged.

The Youth Group will wait on tables. Diners will be invited to make donations towards the Africa Project.

The bar will be in the Meeting Rooms

There will be a raffle.

Set up will start at 10 am Saturday morning

Action All

ii. Peninsula Choir

Advertising board needs to be out for the week of the event.

Action Stephen Mackenzie

iii. Beer Festival

It was agreed that this should go ahead

There should be some live entertainment

Action Iain Dick

iv. Mull Theatre possible date 11th May. Badminton will be asked to cancel that night. Bar will have to be in the kitchen or MR 2.

There had been a request for another Tea and Symphony event. This could take place in the Autumn.

David Burley has taken on the task of trying to get funding and negotiating chamber music concerts.

Fiona Jackson announced that she is stepping back from the Events Coordinator role, which will now be shared with Shaline Groves. Fiona was thanked for everything she had done for the community and the hall in the last 18 months.

f. Volunteers

The volunteers' party had been well received.

There are some new volunteers to help with catering.

Rhona will contact bakers and other volunteers for coffee mornings and events.

Action Rhona Dick

g. Website

The Business website has been paid for and design issues that had been identified have been corrected.

Suppliers may be asked to dress rooms for photographs in exchange for advertising.

Action Fiona Butcher

Hosting charges will only apply when the site goes live.

Sue reported that she doesn't always learn about diary changes to be updated on the website. Stephen will be asked to tell Sue of any changes.

Action Stephen Mackenzie

The Hall is now advertised on ABSEN's and Best of Argyll's websites.

Nothing to report

h. Hall Users

Nothing to report

AOCB

Gill Dunbar said that her goddaughter and husband would be willing to give a talk on underwater photography. Date to be arranged.

Date of next meeting:

Wednesday 19th February 2013 at **2pm** in the Three Villages Hall. Please note later time.