

## Minutes of the Three Villages Campus Management Team Meeting 9<sup>th</sup> April 2014 in the Three Villages Hall

### **Present:**

Retta Deerin, Gill Dunbar, Shaline Groves, Fiona Jackson, Mary Haggarty, Melanie Tonks, Rhona Dick

### **Apologies**

Sue Furness, Carol Murray

### **Welcome**

The Chair welcomed everyone to the meeting.

### **Minutes of the last meeting**

The minutes were taken as read and accepted as a true record of proceedings.

Proposed by Mary Haggarty

Seconded by Gill Dunbar

### **Matters Arising**

As yet no progress with the mailing lists.

There is to be a meeting to discuss the Terms of Reference for the group looking at the future of the PitStop.

### **Finance and Accounts**

Stephen is getting to grips with the accounts.

The possibility of paying a bookkeeper to deal with the accounts was discussed. It would probably require a morning a week, so perhaps £200 a month.

It was agreed that the main headings for the spreadsheet should stay but that additional information on events, coffee mornings etc. will be provided on a separate sheet to enable the Group to analyse income & expenditure.

### **Team Reports (Circulated in advance)**

#### **a. Admin.**

Terms of Reference

Much of what is in the draft is already done. The document needs to be studied and comments sent to Retta Action ALL

Fiona Jackson asked whether there was a proposal for elections to the group.

It was felt that members should stand down in rotation. Mary Haggarty offered to get someone else from the CC to replace her on the group.

Rhona Dick said that she was standing down after this meeting.

There should be a representative of the Hall Users on the Group. Lilly will be asked to identify a potential member. Action Lily McKay

Skills required within the Group could be identified and people approached.

#### **b. Pit Stop**

There was an error in one entry of £100.

The remaining funding of £1822 from the Lottery towards salaries has been received.

During March Pit Stop income from catering for Hall meetings was £1431 of

which about 50% was profit.

### **c. Community**

The Clan Macfalane has offered a donation of \$500 to the Three Villages Hall to be spent on a specific item rather than general running costs. It has been suggested that a touch screen computer featuring local history could be installed in the Foyer.

Mary Haggarty will try to establish what is happening about the BAR project.

**Action Mary Haggarty**

### **d. Catering**

Catering for Afternoon Tea with the DCB was discussed. Rhona has produced a list of items and quantities for people to sign up to. Rhona will also contact the Coffee morning bakers to ask for help.

**Action ALL**

### **e. Events**

Volunteers needed for Whisky Galore on May 11<sup>th</sup> Shaline Groves & Fiona Jackson offered.

Budapest Café Orchestra – Melanie Tonks will provide (and bill for) a chalet and the Pit Stop will provide (and bill for) breakfast.

Hungarian snacks on the tables?

Macfarlane Clan Ceilidh – Finola Owen will organize coin roll.

Mike Vass in December – if children are involved we get a bigger audience.

Seven Hungers is a physical theatre. They have been made aware that the audience may not be large.

Community Fireworks – a large sum of money has already been raised towards this event.

Shaline Groves will circulate an email from the Touring Network, answering questions asked at the last meeting.

Gill Dunbar said that it would be useful to have a calendar that showed everything that was happening at the Hall. It was agreed that Stephen has all this information and could provide it so that volunteers could be found to cover bar etc.

Retta Deerin to ask Stephen

**Action Retta Deerin**

Rhona Dick said that if and when she knows what is happening she circulates a list to trained bar staff asking for volunteers.

### **f. Volunteers**

Nothing to report

### **g. Hall Users**

Nothing to report

### **h. Youth**

Nothing to report

### **i. Websites**

It has been suggested that a Facebook page dedicated to the Arrochar Alps Real

Ale Festival should be set up. Fiona Jackson said she could probably do it, or Fiona Butcher certainly could. **Action Fiona Jackson**

### **AOCB**

The first draft of the new brochure has been produced.

Ali Campbell would like photos from the beer festival. **Action Rhona Dick**

The Beer Festival was deemed a great success with a profit of about £1000

It was agreed that the donation to MND Scotland should be increased to £500

Carol Murray's comments regarding lack of bar staff and price of drinks were discussed. A glass (250ml) of wine in The Village Inn can cost almost £10. The Hall sells wine at £3 for 125ml, which is considerably cheaper. The Group felt that spirit prices were broadly in line with what is charged in many other establishments.

The fact that some people bring in their own bottles of vodka etc., which is contrary to the signed room hire agreement, was also mentioned.

Rhona said that as she had not been made aware that there was to be a bar that evening, and therefore volunteers were needed, until a few days before the event and so it was not possible to provide better staff that evening.

The Menu. There was discussion about running the bar that evening. It was agreed that clients must not be allowed to dictate who runs the bar. The importance of using the proper optic measures was stressed.

### **Date of next meeting:**

Wednesday 7<sup>th</sup> May 2014 at 12.30pm in the Hall.

There being no further business the meeting closed at 8.35pm