

Minute of the ENKCA Board meeting held on Monday 28th August 2017

Present: Philip Jenkins (Chair), Marianne Jenkins, Debra Ritchie, Andy Blackie	Action
<p>1. Welcome & Apologies</p> <p>There were no apologies for absence</p> <p>2. Finance</p> <p>The Clydesdale bank account has been closed and all funds transferred to Bank of Scotland. A debit card has been issued and used to buy computer hardware funded by Leader. Standing orders have been set up for SSE (£80 per month) and John Lewis for telephone and broadband (32.50). Highland Council (Insurance) has been informed of the change. The monthly telephone/broadband charge includes all calls to landline and mobile numbers. Philip will ask John Lewis to block calls to international numbers.</p> <p>It would be beneficial to have log-in details so that Board members can view the bank account and Philip will look into this.</p> <p>3. Business development</p> <p>a) Resilience centre – Neil McLeod is keen to have an open day for the resilience centre and invite companies and councillors in the afternoon and local people in the evening. Demonstrations and training will be provided in the evening. Angus Council has agreed to display road signs and Philip will check to see if this is progressing. The signs will display “Eassie & Nevay Hall Resilience Centre” and be sited on the A94.</p> <p>The eye wash station has to be fixed to the wall in Room 1.</p> <p>b) Advertising on web site and design of web site – Andy will get a list of the full trading names and contact details. Those who pay £25 will get a link to their own web page on the ENKCA web page.</p> <p>A few changes were made to the design which Philip will discuss with the web designer. The café to be renamed Strathview Room and the Email address to change to a g-mail one, preferably eassiehall@gmail.com. Once this is done Debra will transfer the files from the ENKCA123 account across to the new one. Marianne will write a short piece for the calendar and activities section. Neil will be asked to write something for resilience and Debra the about the hall section.</p> <p>4. Policy & Admin</p> <p>Marianne reported that all organisers of classes in the hall must have their own public liability insurance as anyone holding regular classes is not covered by our insurance policy whereas single hirers are. Numbers attending the social dancing classes have reduced and Ann</p>	<p></p> <p>PJ</p> <p>PJ</p> <p></p> <p>PJ</p> <p>AB</p> <p>PJ</p> <p>DR</p> <p>MJ/NM/DR</p>

<p>Martin has decided it was convenient for her to move the class to another smaller hall.</p>	<p>AB</p>
<p>5. Lettings and events</p> <p>Marianne reported that regular hires and occasional bookings of the hall had raised £5235 since January and there were plenty of booking for the rest of the year. Andy will buy 4 glass collectors for the bar.</p>	<p>PJ</p>
<p>6. Communication</p> <p>Much of this had already been discussed but Philip added that he will send the user name and password of the John Lewis account to Board members.</p>	<p>PJ</p>
<p>7. Fund-raising</p> <p>In 2017 ENKCA will have run a total of 5 bars (including the Dundee Rep performance, Hogmanay and 3 private parties). The August afternoon teas were very popular again and Philip will put a note on the electronic noticeboard to thank everyone who helped make them such a success.</p>	<p>DR</p> <p>AB</p>
<p>8. Buildings maintenance</p> <p>PAT testing, Store room – plasterboard ceiling and insulation, Insulation above toilets and shower room, LED lighting for room 1 & 2, exterior space – all deferred to next meeting</p> <p>Andy has repaired the defects in the roof on the west side and 1/3 of the east side. He will complete it before winter. The decking will be done soon.</p> <p>Room 1 would benefit from vanity units and a mirror. Neil is looking into funding from the NHS as they may fund a treatment room as part of the resilience centre. Neil will hand the design of the room to Philip who will discuss it with Andy.</p>	<p>NM/PJ/AB</p>
<p>A change in building regulations for new builds states that a CO and CO₂ monitor must be installed. As this is good practice ENKCA will install one. It will cost approximately £40.</p>	<p>MJ</p> <p>AB</p>
<p>9. Replacement of equipment</p> <p>Some of the fabric covered chairs need to be re-covered. Marianne will ask for a quote to recover chairs in fabric and vinyl. All interior door handles have been replaced, the handle for the front door needs to be replaced.</p>	
<p>10 Date of next meeting</p> <p>The next meeting will take place on Monday 11th September at 7pm at Eassie & Nevey Hall</p>	

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