

Minute of the ENKCA Board meeting held on Friday 30<sup>th</sup> November 2018 at Eassie & Nevay Hall followed by the A.G.M.

Present: Philip Jenkins, Debra Ritchie. Marianne Jenkins, Andy Blackie, Charlie Brown

In attendance: Linda Treliving

Item	Action
<p>1. Welcome &amp; apologies.</p> <p>There were no apologies for absence.</p> <p>The audited accounts had been sent to the Board and were approved unanimously. These must be lodged with Companies House and OSCR by the end of the year. Debra will arrange for John Hamilton to sign them and David Ritchie will send them to Companies House and OSCR. Debra will advise Marianne once this is done so she can apply for water rates exemption for the hall.</p> <p>2. Matters arising</p> <p>Due to the large number of items on the agenda and the A.G.M. taking place after the Board meeting the following items were deferred to the next meeting:</p> <ul style="list-style-type: none"> <li>• Microphones</li> <li>• Privacy Statement</li> <li>• Health &amp; Safety Audit</li> <li>• Heating Zones</li> </ul> <p>Philip reported that heating engineers had arranged to come to the hall to replace the fernox in the heating system the following week. They will also check the solar panels.</p> <p>3. Finance</p> <p>The cash book spreadsheet had been sent to all Directors prior to the meeting. LEADER had sent an email to advise that £4971 would be credited to ENKCA's bank account at the beginning of December. This is the payment for the refurbishment of Room 1. Andy asked about fund-raising for 2019. Suggestions will be brought to the next meeting.</p> <p>4. Business development</p> <p>Charlie will write a press release about the refurbishment of room 1. Andy will invite interested parties to an official launch of the room including contractors and LEADER. Names of guests should be given to Andy. Two tickets for the afternoon teas in August will be given to contractors. Andy will add a piece of Facebook.</p> <p>5. Policy &amp; administration</p> <p>Marianne had emailed the Board with the insurance document she had received. She had noted a couple of things that need to be checked and Debra added a few more. Marianne will contact the insurers to check. These are: Marquee; employer's liability; , wording about activities held in the hall, cover for the computer and the amount of funds raised by ENKCA.</p>	<p>DR DavidR DR MJ</p> <p>All</p> <p>CB AB AB</p> <p>MJ</p>

<p>6. Lettings and events</p> <p>There are some lets for December but few for 2019 to date. This was the situation in December 2017 but applications for lets started to arrive in the New Year. The reflexology taster sessions had gone well and the reflexologist was keen to run sessions on 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month. There had some interest from other people wanting to use room 1. It was agreed to advertise the reflexology free of charge on the electronic notice board to generate interest. An advertisement for the hall will go on the Angus Business Connections web site.</p>	
<p>7. Communications</p> <p>Philip will provide training for Board members to use the electronic noticeboard between Christmas and New Year.</p>	PJ
<p>8. Buildings maintenance</p> <p>A).Cooker installation – At present there is a 40amp switch for the cooker but this needs to be changed to 50 amp before it can be installed. The new cooker has been ordered but will not arrive for a few weeks. The cost was £2265 including installation. Andy will try to sell the old cooker for £325.</p> <p>B) Heating time clock / controls – deferred to next meeting</p> <p>C) Maintenance records – Philip has created a spreadsheet to record all maintenance. Any maintenance must be recorded on this and a note of the job left if the person is unable to access the record.</p> <p>D)Year-end tidy up / gutter clean / garden? – Andy and Philip will check the gutters in December. Marianne will report back to the Board on the short and long term plan for the garden.</p> <p>E) Re-stock of bar glasses / optics? – There is a need for 24 pint glasses, 48 highball glasses and 24 tea cups. Further information is required about optics and this will be discussed at the next meeting.</p> <p>F) Roof water ingress – This will be checked at the beginning of December. Andy will order new signs for the doors – Strathview Room, Treatment Room and Office. He will also order a sliding Engaged/vacant sign for the treatment room.</p>	AB/PJ AB      AB/PJ MJ     AB
<p>A) A.O.B.</p> <p>Philip welcomed Linda to the meeting and asked if she was willing to join the Board as a Director. Linda agreed.</p> <p>The Board meeting closed and moved to the Annual General Meeting.</p> <p><b>Annual General Meeting</b></p> <p>Present: Philip Jenkins, Debra Ritchie. Marianne Jenkins, Andy Blackie, Charlie Brown, Linda Treliving. Scott Davidson, Linda Breckenridge, Fiona Brown</p> <p>Apologies for A.G.M. John Hamilton, David Ritchie</p> <p>All Board members were unanimously elected to serve another year. Scott Davidson agreed to become a Board member Linda Breckenridge thanked the Board for all their work over the year.</p>	