

MINUTES – DIRECTOR’S MEETING 17 September 2024 at 6.30pm

1. **Attendance**

Present: Norman MacKay (Chair), Andrew MacDonald, Mairi MacKenzie, Richard MacLennan, George MacLeod, Linda Armstrong (Commercial Manager) and Deborah Coghill (Office Manager)

2. **Apologies:** Neil MacDonald, Rhoda MacDonald, Roddy MacDonald and Finlay MacLennan

3. **Declarations of Interest:** No declarations of interest were declared.

4. **Approval of Minutes:** Minutes were held over to a future Meeting.

5. **Matters Arising/Review of Action Points:** N/A

6. **Updates:**

Financial: Cash Flow Projections - September 2024

Commercial Manager’s Report: A brief verbal report was given

7. **Health and Safety:** No issues were reported. Norman Ian agreed to be the named person on the H&S policy for the Restaurant.

8. **AOCB: Business Plan:** The Directors looked through and discussed the Business Plan and various revisions were made.

Staffing: Linda resigned on the 3rd September. She is required to give one-months’ notice, but will remain in post until no later than mid-March while recruitment is ongoing.

There was a lengthy discussion about the way forward and various options were to be looked at. Norman Ian wanted it to be noted in the Minutes that the Directors appreciate all the hard work put in by the staff. The Directors agreed to reduce Linda’s workload so she could concentrate on finishing a few projects and getting things in order before she leaves. They agreed to the following:-

Housing – To extend Amie’s contract until the end of March and to increase it to two days a week so she can also help with the Housing project. Norman Ian and Andrew agreed to help where needed on this

PhD Supervisor – George agreed to consider this role

AGM – The Directors agreed to come half an hour early for the AGM so that they could go through the Accounts

9. **Close:** Meeting finished at 8.41pm

Date of Next Meeting: 29th October 2024

Proposed dates for 2024

18th November

18th December