

MINUTES – DIRECTOR’S MEETING 16th January 2018

1. **Attendance:**

Present: Murdo MacKay (Chairman), Neil Campbell (Secretary), Dougie Ferguson, Neil MacDonald, Norman Iain MacKay, Richard MacLennan, George MacLeod, Linda Armstrong (Land & Finance Manager), and Mark Crichton (Marketing Co-Ordinator).

2. **Apologies:** Rhoda MacDonald

3. **Approval of Minutes**

Minutes of the Meeting of **11th December** 2017 were approved

The main purpose of this Director’s meeting is to discuss the HIE Report, the Business Plan and agreeing a way forward with the staffing situation.

4. **Business Plan**

Residents Various revisions and changes to the resident list were given.

5. **The Machair Kitchen**

Murdo, Neil, Richard and Linda met with the MK earlier today to discuss the possibility of MK taking on responsibility for weddings at Talla na Mara. MK seemed interested and have agreed to produce a written proposal for the Director’s consideration.

It was agreed that marketing of the weddings would retain a Talla na Mara focus, not Machair Kitchen.

Concern was raised that Talla na Mara must retain the Community feel.

Marquee –The MK have requested that volunteers continue to help with putting up and taking down the marquee.

The long term aim is to make the marquee a permanent structure. Professional advice to be sought from Rural Design when next on site.

Cleaning – The MK are happy with the standard of cleaning currently provided, but dispute the length of time required. Currently, cleaning takes approximately 2.5hrs 6 days a week.

It was agreed that Talla na Mara must be cleaned daily and that cover must be in place in case of absence. Also discussed was cleaning throughout the day. It was generally felt that this should be the responsibility of the MK unless WHT have an event.

***The MK are looking for a 2-3 bedroom property in West Harris to rent for their staff.**

6. **Staffing**

It was agreed that an extra member of staff is required to help in the office, particularly with the summer season only around the corner. An exhaustive list of

Anna's duties is required in order that all tasks be identified and the most appropriate position be advertised.

Suggested roles;

Facilities Manager

Roles to include – Room and exhibition set up, test Fire Alarms, changing filters, renewables, meter readings and facilities maintenance.

Commercial Manager

Formally agreed for Linda to take on the job of Commercial Manager. Pay to be backdated to the beginning of January. Needs a new job description and terms and conditions. Duncan MacPherson to mentor Linda for a year, approximately 2 days per month.

Administrator

Deborah will work 4 days a week, one of these days can be worked from home. Until more staff are appointed there may well be times when the office will be unmanned.

HIE Consultant A consultant from HIE is coming in to Talla na Mara tomorrow (17/01) to look at the accounting systems that are in place at present and make recommendations for an improved system. 4.5 days have been allocated to this by HIE

7. AOCB

- **Seilebost School** It was agreed that immediate refurbishments were required at Seilebost to improve the experience for campervan users. Deborah to obtain quotes for the installation of a shower, drying area, replacement of the hot water boiler and also an electronic entry system.
It was queried whether the campervan licence could be extended to the end of October.
- **Working Groups** It was agreed to implement a system of working groups within the directors and the wider community. The idea being that a wider pool of knowledge and experience can be drawn upon. Suggested groups were; Renewables, Land and Crofting, Facilities Management, Finance and Staff and Community Liaison. Linda to circulate the list to directors for input.
- **Cockle Pickers** It was agreed to seek further advice on how to best manage/regulate cockle picking on the estate. Murdo to circulate a study of the Solway Firth.
- **HHP** HHP have indicated they will be unwilling to pay £70k for additional land at Pairc Niseaboist. It was suggested that the land be offered for sale at £60k, £15k per house in line with the previous sale. Neil and Murdo to meet with HHP on 19/01.
- **Organisation Values** Mark would like to work with staff and directors to define what the Trust stands for and the values it has. Would help when a new employee

starts as well as for marketing. Mark to send out a form for the Directors to fill in and return. To be dealt with at the next meeting.

8. **Date of Next Meeting:** Tuesday 20th February 2018 at 6.30pm in *Talla na Mara*.

Proposed Dates for 2018

Mar 20th, Apr 17th, May 22nd, Jun 19th, Aug 21st, Sept 18th, Oct ?, Nov 20th, Dec 18th.