

## Minutes of CCDC Director's Meeting

Monday 5<sup>th</sup> August 2013, 7.30pm.

Present: Iain Muir (Chairman), Richard Williams (Vice-Chairman) Ben Walton (Treasurer) Iain Scott, Maureen Fraser, Ann Macleod.

Apologies: Theresa Ross, Linda Macleod

Items from Agenda Discussed

### 1. Management of the Local Development Officers(LDOs)

\_ It was thought that the LDOs needed one point of contact from the Board to help clarify their individual roles and give support. Maureen agreed to be the point of contact for Anne and Julia and would inform them of this. This was agreed by the Meeting.

### 2. Use of Timesheets.

Ben reported that Julia was happy with the new accounting system and the new timesheets. Richard suggested separating admin and project work on the timesheets for analysis. He suggested it would be a useful tool, not only to help them structure their time but for informing HIE if the length of time some of the admin tasks were taking. The meeting agreed this and Richard offered to help reformatting the time sheets.  
Action: Richard.

### 3. Adopting the Action log and future form of minutes

It was agreed that it was not necessary to have the LDO report high on the Agenda; it could be further down the Agenda to avoid repetition. It was agreed that the time sheets could be circulated with the Agenda. Iain M suggested that a form of minutes he had thought to be effective in logging who was to action an item, had been produced by Geoff Payne when he was on the Community Council. Action -Ann M to look for an example and circulate to members.

### 4. Project Priorities for the LDOs.

It was agreed that Julia continue working on the Piers and Harbours project as well as the Schoolhouse , if Anne were to take over responsibility for Land generally and the Youth Hostel. Maureen would speak to them both about this. A paragraph on each would be sufficient to inform the next Board Meeting. Although Peter was now officially the Development Officer responsible for the Smokehouse project it was acknowledged that he was invaluable to the Wind project and would continue to help with this through the planning stage. It was agreed that CALL was an important stand-alone project but could be looked at again in the autumn when more was known about the funding bid. Iain M also suggested that we agree a strategy for the project to improve Drumrunie at the next board meeting.

#### 5. Funding Post December 2013.

We know that HIE are keen that the funding for the LDO posts continues after December when this funding allocation ends. Important for LDOs to supply the information which Lindsay has requested. Following submission of this Iain M will speak to Lindsay to identify whether a letter from him as chairman would be helpful.

6. Peter's new role, responsibilities and extent of this. It was agreed that it was not necessary for Peter to attend every board meeting. It was thought that a paragraph on each project could be circulated by LDO's and Peter as Smokehouse Development Officer prior to the meeting. Peter would report on the Smokehouse and the renewable items he is still dealing with. It was agreed that a different e-mail should be set up for Peter separate from the LDO one which would now be shared by Anne and Julia. Action: Maureen to action with Anne and Julia.

#### 7. The various sub-committee's powers, responsibilities and make-up.

Iain S advised that it would be sensible to grant some authority over expenditure for the Smokehouse Project. It was agreed that the Sub-committee and Peter would present a working budget to the next board meeting for approval by the Board regarding expenditure. Regarding important budgetary decisions the subcommittee to present the project to the Board to be ratified. The other projects were not yet at the stage of having budgets.

#### 8. Finance.

Ben stated that the new invoice system seemed to be working well. Ben to see to removing Peter from the Co-op electronic banking system and Julia to be on this. The accounts need to be done in the right format for the AGM. Julia and Ben to see accountant receives necessary documents. The accounting period is March 2012 to April 2013.

#### 9. AGM.

The accounts need to be ready for 27<sup>th</sup> Sept for circulation to Members. Julia to be asked to have the minutes of the AGM 2012 available. Action- Maureen

10. Identification of some new Directors for post AGM. We need to identify some potential new Directors as those who have been in post for three years need to stand down. Co-opted Directors must stand down at the AGM but can be co-opted again or elected. Iain S. would stand for election as he was a co-opted Director. Richard agreed to speak to Nick, Phil and Iain would speak to Steve re standing for election.

E-mail from R.Luyken discussed. He had asked for a retraction of an item in the minutes of the Board meeting in May 2013 and an apology. It was agreed that no change to the minutes was necessary as they reflected events. Action: Richard to reply to Reiner.

**Date of next CCDC Board Meeting Monday 2<sup>nd</sup> Sept 2013 at 7pm.**