

Eilean Eisdeal Directors Meeting

15th April 2025 / 7:30 PM / REMOTE VIA TEAMS

Attendees

Samantha Payn (SP), Jackie Inch (JI), Jhennia Leipter (JL), Kyle Mathews (KM) Chair: JL

Apologies

Dale Langley (DL)

Conflicts of Interest

None Declared

Minutes of Previous Meeting

Supplied by SP. Proposed by JI, seconded by KM.

Treasurer's Report

- None

Secretary's Report

- None

Matters Arising

- None

Annual General Meeting (AGM)

- JI outlined the typical agenda for the AGM, which includes reviewing the previous year's minutes, the accounts for the trading company and the main charity, a chairman's report, and the election of directors. SP confirmed that the chairman's report will expand on the directors' report in the 2024 accounts, while the treasurer's report simply highlights points from the accounts.
- SP is currently finishing the minutes of the last AGM. There was a discussion about whether to list Neil's questions from the previous AGM in those minutes or in a separate addendum containing the answers.

Action SP: The questions will be listed in the minutes with a note to see the addendum.

- The need to send out information to members before the AGM was highlighted. This information should include the date of the AGM and information on voting by proxy, and a pdf containing the 2024 AGM Agenda, 2023 AGM draft minutes (with addendum of answers to questions raised there) and draft accounts for EE and the trading company.
- The accounts for both the trading company and the main charity need to be formally proposed and accepted at the AGM before being registered. The main charity accounts are currently awaited from the accountant.

Action: JI will follow up with the accountant.

- Printing of documents for the AGM was discussed. JI offered to print the trading company accounts and the minutes if SP sends them. SP will compile the necessary documents into one PDF attachment for distribution.

Action: SP and JI

- Setting up the hall for the AGM, including tables and chairs, was briefly mentioned. JI will print a list of members for the register. It was agreed that available directors would arrive at the hall 30 minutes early to set up tables and chairs.

Action: all

- It was agreed that KM would give a "look forward" section at the AGM, covering stone skimming and upcoming events. The hard work of those involved in the museum refurbishment should also be acknowledged.
- JI will provide one or two sentences on positive financial updates (current bank balance, Gift Aid refunds, successful grant applications) for KM to include in his report.
- Chairperson: JL noted she might not be present at the start of the AGM. Proposed AGM Chair: KM volunteered to chair the AGM.

Action: KM and JI

WSSC - Grant Application

- KM reported on a successful grant application from Event Scotland for £5,000.
- The funding is allocated to website redevelopment (£2,000), live streaming/social media (£2,000), and bus transport for an event (£1,000).
- 85% of the funds will be received in June, with the remaining 15% two months after the event.
- KM has been in contact with a videographer about live streaming and Dale Langley regarding rebranding the website within the allocated budget. The website rebrand will be a foundation for a more significant refresh in the future.
- KM also discussed a National Lottery application for the kitchen (£13,000) and skimming-related items (£7,000). A decision on this is expected in a couple of months.

Bookkeeper Tasks

- JI raised a concern based on an email from the current bookkeeper, suggesting she may want to resign or have her tasks reallocated.
- The current role involves less than the previous bookkeeper, Annabel. JI currently handles tasks such as bank account downloads, categorisation of expenditure, and invoice filing, providing a summary to the bookkeeper for a one-page report.
- There was a discussion about potentially moving to the Xero accounting system as suggested by the new accountants. This would streamline processes. It was agreed that we should aim to start this from the beginning of the next financial year, i.e. 1 October 2025 having asked the accountants and DTAS to help us set up Xero to provide us with the management accounts we need.
- The current bookkeeping costs £960 per year.
- It was suggested that the payroll should be handled by the company suggested by the accountants, who quoted £12/month/person last year when they tendered for our account. This, along with setting up Xero accounting, will be discussed after the AGM.

Action: JI to respond to the bookkeeper's email to clarify intentions regarding the role.

Museum Free Entry for Members

- JL stated that the issue of free museum entry for members has been referred back to the relevant committee, and she has been awaiting their input.
- JI suggested printing free museum entry tickets for members present at the AGM, to encourage them to visit the museum.

Action: JI will ask Lynn at the museum if she is okay with us handing out 20-30 free entry vouchers to members at the AGM.

Merchandise Display

- SP noted that the current display of merchandise in the museum window is good but that it may be prudent to display it on the bar/beer cupboard during hall events.

Policies Folder

- SP intends to populate the policies folder with equality, child protection and other standard required policies. The approach will be to adopt the template policies from an organisation such as SCVO (Scottish Council for Voluntary Organisation) with a blanket statement about their application within the context of a volunteer-led charitable organisation.

Grant Application Information Pack

- KM suggested creating a central pack of useful information for grant applications.

Action: KM will set up a folder on the Eilean Eisdeal directors' finance drive for useful grant application information, potentially including bank details and past successful application examples.

Meeting Closed

8.45PM