

Minutes



STEERING GROUP MEETING

7.30pm 29th April 2010 – BALNAIN HALL, GLENURQUHART

Attendees:

Anne MacDonald, Mary Brook, Peter MacDonald, Andrew Castell, Neil MacInnes, Edward Redmond & Erik Trelfer.

Apologies: Paul & Kate McKinley..

Agenda topics

Minutes of Meeting 25th March 2010

Discussion: the minutes of the previous meeting were agreed and signed

Current Situation

Anne MacDonald

News from Mike Girvan was that Planning Application is nearly finalised and will be going in soon

The amount for our share of costs incurred by CEL up to Planning have gone up and are now estimated at £23,000.

We appear still to be within the budget estimate used for Grant Funding, but Anne to meet with Pauline Trelfer to go through the accounts to match up payments made so far and items outstanding in order to bring up to date the Funding spreadsheet showing Grant split, amounts expended and balances.

Action items:

Person responsible:

Deadline:

Funding Spreadsheet Update

Anne MacDonald/Pauline Trelfer

soon

Community Engagement

Anne MacDonald

1) Anne's meeting with GUHS – went well – approx 50 students attended and it was well received. Teachers were pleased too as it fitted in with their Rural Skills Programme

2) Balnain Primary meeting went well. Surprisingly there has been no response from Cannich Primary or Glen Urquhart Primary. Peter MacDonald advised that he knows GU Primary are doing renewables project, so it may be that they are just not quite ready yet.

3) Strathglass Community Council have re-formed and are meeting 13th May at 19.00 hrs Cannich Community Hall. Important we attend so we can connect with the new Council and bring them up to date on progress. Forthcoming postal vote needs to have them supporting it and helping get the message out to their community

4) Anne had looked into the costs for the mail out of ballot papers, an explanatory leaflet, envelope and reply paid return envelope. The voting paper used by Adrishag was reviewed as an example of how it should look. Simplicity was acknowledged by all as being the key.

5) Anne advised CES had offered to act as the receiving address for the ballot papers- we would probably need to have HIE and CES logos shown on the documents. It was agreed CES should be used but to avoid losing our identity and local affinity we should show the return address as Soirbheas c/o CES. Anne to contact Haven for costing for print/SAE/Despatch. Info to be with Haven by 14th May to be ready for posting out 2 weeks later.

6) Mary to contact Kate to see if she can help with the graphics for the posters and strap line (or direct us to one of her contacts who can). Copy of the poster should also be placed on Ness-Link

7) Use Your Vote leaflets – to be placed at the usual locations for distribution but we should also go ‘house to house’ with them for as many homes as we have time to reach between us.

Action items:	Person responsible:	Deadline:
Attend next Strathglass CC meeting	Erik T /Anne MacD if she can	13 th May
Contact Haven re Vote Mailing	Anne MacDonald	Urgent
Contact Kate re Poster graphics & strap line	Mary Brook	soon

Correspondence		
CES have accepted our membership application		
Adrishag want to visit for half a day to discuss our project – agreed he would be best served to attend our Public Meeting in June		
Action items:	Person responsible:	Deadline:
None		

Matters Arising and Any Other Business

- 1) Andrew established that it is the Trading Company that should be VAT registered – the parent company can still pay them where appropriate. Invoices should be made out to the Trading Company from now on. Macleod & MacCullum to be asked to make their pending invoice out to our trading company.
- 2) Should we look at some suitable software to handle our book-keeping? VAT returns will all have to be made on line now. If we elect to use Mike's accountant's in Orkney we can't be sending our books through the post and visits by us or them would be costly. If we use computer based system this should make it all easier and more efficient to handle.
- 3) Our Memorandum & Articles should be placed on our web-site
- 4) How many directors should we appoint at the AGM – ET to check if there are any mins/max laid out in M & A
- 5) Should all the present directors stand down at AGM and offer themselves for re-election? M & A stipulates one third to stand down each year in rotation. As we were not elected in a public vote we should all stand down this year but offer ourselves for re-election.

Conclusions: N/A

Action items:	Person responsible:	Deadline:
Contact MacLeod's to get invoice amended	Erik	Soon
Send copy of M & A to web-master	Erik	Soon

DATE OF NEXT MEETING: THURSDAY 27TH MAY 2010

Public Meeting 5th June

AGM 25th June

Chairman:

Anne MacDonald

Clerk to the Board:

Erik Trelfer

Date: