

ISLE OF LUING COMMUNITY TRUST
Registered Charity SC036441

Minutes of the Meeting held at Acha Feur, Cullipool on
13 March 2017 at 1930

Present J Robertson (Chair), P Hooper (Sec), A Fleming (Treas), E MacLachlan,
In attendance: board of the Trading Co., Annie Tunnicliffe (Business Adviser)
(Note: as this was a joint board meeting, the minutes cover the business of the Trust at this meeting, for which the TC board members were observers only.)

		Action
1	Apologies N Dyckhoff	
2	Minutes accepted for past meetings 24/10/16, 5/12/16, 14/1/17, 4/2/17, 13/2/17 (return of Secretary for this meeting welcomed)	
3	Matters Arising none, not arising below	
4	<p>Treasurer's report</p> <p>AF gave a brief summary of the accounts and balances to date: Main a/c £6413, Projects a/c £21846, BL a/c £43041 Received £40k from Big Lottery as second tranche of extra revenue funding, and £15k as penultimate tranche of original revenue funding. Need to evaluate effectiveness of paid-for advertising – discount code added to recent advert on the Oban and Lorn map. Current VAF, SCP and CS grants run out at end of this month. VAF is not continuing, but further bids for SCP (for Lorn Islands Partnership) and CS funding have been submitted. Agreed to cover Jonathan Robertson's continued employment as Training Officer using BL revenue funding.</p>	
5a	<p>Situation Review</p> <p>AF tabled a summary of 2016 trading figures for the AIC, with an analysis of the different components of trading: retail, baking and café. Retail and baking are making a substantial profit (>50%), though no costs have been allocated to these two components for necessary staffing contribution made by café staff in managing these trades – all staffing costs at the moment attributed to the café component. If BL staffing support is taken out of the figures, then the AIC operation made a loss of £23k in 2016, with this continuing in January & February 2017. If overheads are attributed to each component in proportion to turnover, then café loss is over £100/day. Most of this can be accounted for by down time when paying staff but no customers present. Even with overheads added, retail and baking are still in major surplus. Remaining BL funding will last 12 months with careful management, but a new model of operation is needed now to gain control over expenditure, the main area of concern being the wages bill at £70k. Essentially it is necessary to save 1/3 of the wages bill, though savings elsewhere, especially in food bill, should contribute. The main conclusion is that a chef is not affordable going forward. The new EPOS till will enable better cost control on detailed components of expenditure.</p>	

		Action
5b	<p>Situation review (contd.): More general discussion about the way forward for the AIC, and need to change perception that it is only a café. Consultation proposed. Trust staffing has been the subject of recent review with advisers; identified 8-9 different roles (non-café) that are needed for the wider operation, and Jane Churchill is taking forward up to 5-6 funding bids as a matter of urgency. Martin Whitmore has asked to speak to the next board meeting about his possible return to active board membership. In general both boards are seen to need new members, starting by shadowing on the TC board.</p>	
6	<p>Trading Co. report Most covered under item 5 above. Three potential new board members for the Trading Co. have come forward. Books section of retail: a major discrepancy has emerged between the records of books supplied, sold and still in stock. The supplier and Hugh Andrew of Birlinn do not agree about the situation, as well as the TC puzzled by why this has happened – the supplier claims the TC owes £2400, far in excess of the TC assessment. A further stocktake will be done, but Hugh Andrew will be asked to visit to get a face to face discussion.</p>	
7	<p>Events The Mairi Campbell event was agreed as ‘brilliant’! The fee is part of the CS grant funding, but the ticket sales of £400 will help to cover the additional costs of putting on these events. Forthcoming talk by Kenny Taylor: Jane C and Zoe F have created posters. After this talk there will be gap until we know about further CS funding in May, but home-grown events may be held in this gap. Jonathan is going to speak with Kirsty G about circulation by Mailchimp and more generally playing a role in marketing, with a trial period funded from original BL revenue funding.</p>	
8	<p>Lorn Islands Partnership: now a Company Limited by Guarantee Two directors from each partner island are directors of the new company; for Luing these are JR and AF, but JR will hand over to a more available board member when new board members have been recruited. A separate bank account is being set up, which will remove this restricted funding stream from the Trust accounts. An invitation was extended to all on both boards to come to the LIP open meeting on 25 February.</p>	
9	<p>AOB: EM suggested a photo montage of directors, advisers and staff in the AIC.</p>	
10	<p>Date of next meeting: 3 April 2017</p>	