

Minute of Meeting of Directors of Loch Melfort and Kilninver Company (LMKC) on 16 January 2025 at Kames Bay, Kilmelford 18.50 to 21.00.

Attendees: LM, SC, DF, AT, also Marianne Pearson.

Apologies: DW

- 1. Attendance: apologies DW.**
- 2. Register of Directors and of Directors' Interests. LM advised that Company should compile a Register of Directors' details and a Register of other directorships or similar positions held by Board members to ensure there is no conflict of interest, as per papers for meeting. Board members to inform LM by email. No interests declared at meeting.**
- 3. The Minutes of the last meeting in November had been circulated, were approved and signed by SC as a true record of the meeting. They can now go on the website and AT will do this. Highlighted action points from last meeting were reviewed. LM sent a thank you card to Pamela Barnes of DTAS in appreciation of her help and established that Laura Bedford is temporarily covering the DTAS contact role. A DTAS representative should be invited to LMKC AGM on 19th February. LM attended Community Council (CC) meeting. Discussed roles re local place plan. CC is responsible for this, progress is not imminent but LMKC offered support when/if required. DW confirmed by email that Rebecca Dalton is not interested in taking over shop but happy to give us hints. LM still in touch with Rachel Ross but she is busy just now. DF has booked Hall for AGM on 19th February. DW contacted Paul about fish from SC as a thank you for leaflet delivery. LM's photos from Christmas Fair were reviewed at table. LM decided against contacting Knipoch Hotel about presence at Winter stalls as her schedule didn't allow for her to take part.**
- 4. Finance – AT's report had been circulated, thanks to LM for input. The current balance in Bank and cash is £2,438.45. Income from Table Top sale was £450, from Christmas Fair was £451.40. There was some confusion about the float for these events, so a small amount was not subtracted from proceeds before division with hall committee, but the amount involved was not considered significant. LM highlighted the difficulties in keeping abreast of financial activities when multiple people are involved. The Board discussed benefits/drawbacks of combined events with other groups such as Hall Committee. DF stressed the advantages that cooperative events deliver in encouraging increased attendance. Recommendations:**
 - Don't have two events so close together (TT and CF were 4 weeks apart).**
 - Put a maximum limit on what should be spent on items such as children's gifts from Santa.**
 - Have a single point of contact for all finances relating to events such as sales etc. The person nominated for an event should not have any other tasks allocated to prevent overload.**

Research into new LMKC business account underway, but other commitments for AT will limit time available to progress this in next two months. Financial Director not yet found, SC to continue search. LM proposed purchase of company laptop for use by Company Secretary for

various reasons including data protection and continuity when Secretary changed, Board agreed. SC may have one to donate in next few months, so agreed to go down this route.

5. Correspondence – None.
6. Membership – We currently have 72 paid members. Five new members joined since last meeting, including one at the Christmas Fair. Paul Webster joined but has not paid despite repeated attempts by AT to contact. The list of new applications had been circulated and was approved. The Board agreed that as renewal of memberships is due on 1st of March, any new membership applications in Jan/Feb 25 should run to end of Feb 26. Renewal payments of existing memberships will be available at AGM. Process to record renewals on Airtable by AT agreed. AGM is being held in February, partly to enable DTAS membership. Future AGMs can be held at a different time in the year and may not involve renewal of memberships at or near the same time. LM emphasised LMKC needs a clear, documented policy for approval of membership applications. MP will take this over. AT is progressing data protection policy.
7. Initial public meeting and AGM – A list of questions had been prepared by LM and circulated beforehand. Draft public invitation discussed. Date needs to be changed to 19th February. Deadline for membership applications in time to vote at meeting to be updated to 10th February. Mention of public transport to be removed from discussion topics. Paper copy of flyer to be delivered to local addresses in area we cover. SC to request delivery with post again. SC offered to print flyer. Print run of 150 agreed. LM proposed public meeting should be divided up into discussion groups with spokesperson for each group putting forward ideas to whole meeting when come back together.

The formal AGM will follow public meeting. Board discussed whether another Board meeting was required before AGM, to include approval of new members to allow their votes at meeting. AT proposed having a short Board meeting for membership approval before public meeting. Another Board meeting will be required immediately after the AGM to elect office bearers. Board agreed that AGM should be short and focussed, most general discussion on projects should take place in the public meeting prior to AGM. The public can stay and listen to AGM, Associate members can speak at AGM, only Ordinary members can vote at AGM. Board agreed participation in AGM should be in person or by proxy, no audio or audiovisual participation. In accordance with LMKC Articles one third of directors must stand down at AGM. DF will retire and not stand again. AT will retire and happy to stand for re-election. Board discussed recruitment of new directors. Nominations are needed for a Finance Director, a Fund Raising Director and a Social Media Director but new directors need not have a specific role. LM indicated that Ross MacKay may be willing to stand as a director.

LM to send covering email with notice of AGM to members. Drafts of email and notice of AGM were discussed. Dates need to be changed. LM suggested that the Directors' positions that need to be filled should be listed in the notice but we should also emphasise that we welcome interest

from anyone. LM to mention in email that renewal of membership fees is possible online. The notice of the AGM needs to be sent a minimum of 14 days before AGM. Chairman's report on activities of company by SC will be included if possible. Board agreed picture of shop would be removed from notice as this puts too much emphasis on a single project. Our new logo will be used instead. A small number of members will require hard copy by post.

No special resolutions for AGM required by Board.

Board agreed that votes at AGM should be taken by show of hands.

Brief interim accounts to be presented at AGM by AT and will be based on most recent Treasurer's report, AT to compile. Full accounts will be presented at subsequent AGMs. LMKC was registered as a company in September 24. Accounts will therefore run from September to September. Renewal of existing memberships to be mentioned at AGM. Members can renew by bank transfer, with cash at AGM or online.

LM to print out 20 copies of AGM agenda for distribution on the night. SC will prepare Chair's report on the Company and steering group activities over last year.

8. Fundraising – Table Top Sale and Christmas Fair already discussed. Discussion on new ideas carried over to next meeting.
 9. Shop and Post Office – shop still not up for sale. SC to investigate. Nothing further to report re alternative site.
 10. PR and Newsletter – LM circulated a report prior to Board meeting on PR. LM to prepare a press release on the Public Meeting and AGM with aim that this be published in the Oban Times close to date of meeting. Will circulate for approval shortly. Nothing to report on Newsletter.
 11. Website and Social media – LM had given her report on Facebook page in circulated papers. There are now 65 members of the Facebook group. LM to speak to Sandi Chaitram about help with our social media. LM requested new ideas for posts on Facebook, suggested one on school visit.
- AT has added minutes of Board meeting and press releases to web site.
12. Marketing and PR Update – amended logo design by Colin Woolf approved. LM to contact Colin, sign off work and get all files for future use. LM reported on visit to school to discuss wishes of local children for community.
 13. Any other projects – It was noted that the Cuilfail Hotel will stop doing meals in near future.
 14. Registering a Community Interest in Land – LM has been sent holding emails from the Scottish Government re their requirements for registering a community interest in the Hall field. Company has to be approved before we can do more. We will look at this again once we hear back from them. DW is looking into registering an interest in the council owned plot of land at the bus stop with the council.
 15. New members for the Board – on-going.
 16. AOB – we had no time to discuss anything else.
 17. Date of next meeting. 19th February at Village Hall prior to AGM.