**Upper Eskdale Development Group**

**Committee Meeting Minutes**

**Combining Items from ODM Report**

**(Unredacted – for the information of Trustees only)**

**Monday, 7 November 2022**

**Attending:** Carol Bennett, Ernie Buck, Nancy Chinnery, Jakki Gunne, Diana Lilley, Susan Lilley, Julie Macleod

**Apologies:** Ani Llamo, Lara Porter, Adrian Solomon

**Minutes of the last meeting, 3 October 2022**. Nancy moved and Julie seconded the motion to accept the minutes as they stand. The motion was carried.

***(Because of the extent of the subjects covered, they are listed below alphabetically rather than in the traditional manner, combining some copied items from the ODM report with the minutes of the meeting. It is hoped this will make reading them easier and more accessible.)***

**Archaeology Group**

**Forming a Group**. The Trustees agreed this is a good idea, and Julie said she would carry it forward by contacting the D&G archaeologist and others who have expressed an interest (Marilyn Harris, Hanna Casement, Diana). She will coordinate her work on this with the EEA.

**Café & Bar & Shop**

**Bar Service.** The Group discussed this and agreed the following:

* **Pool & Pint Nights.** The bar and café and Hub ground should be shut and vacated by 11 p.m. and there should be no sale of bottles to take outside.
* **Bar Service**. Alcohol should not be served outside of these hours: 12 – 2 p.m. and 6 – 11 (12 midnight for special occasions – weddings, funerals, etc.). The cooler that contains alcoholic drinks should be accessible only during these times.
* **Alcohol Service Licensing**. The Group wants to review our License: whose signature is on it (who is responsible for maintaining the rules), what are the rules, are the current volunteer bartenders knowledgeable about the rules.
* **Pub or Hub**? There is a belief some in the group of committed drinkers that Akong Rinpoche initially approved the Hub as a place for people to eat meat and drink alcoholic drinks away from Samye Ling; in other words, that it should be a pub. Ani Llamo has agreed to ask Lama Yeshe for a clarifying statement about this.

**Café & Menus**.

* The Group agreed to table a discussion about this until a further meeting.
* Opening hours have been reduced to Thurs – Sun. If we are successful with the Council fund, then we could afford to open on Tuesdays and Wednesdays with the help of volunteers.
* Julie has found a paint that could be used on the inside of the square lights in the dining room to create a warmth. She also suggested eventually using feng shui colours for redecorating the kitchen and dining areas.
* Sunday Carveries have proved to be successful, with takes from £650 - £1000.

**Shop**.

* The Moffat Mens’ Shed came for lunch to the Café and asked about putting some of their woodcraft and other creations – featured on their website – in the shop.
* Following on from the recent Cacao Ceremony, we are stocking cacao from Ericka, and looking into the possibility of stocking items of clothing from the group of Rokpa women.

**Events**

**Nov 26,27, 2022, Christmas Fayre.** Help from Trustees would be appreciated**.**

**Dec 11, 2022 AGM**.

* The AGM will be held on Sunday 11th, at 5:00 so as not to conflict with an EEA film presentation if that takes place on the day. Simple refreshments will be served. (Later: Nancy reported there is no EEA film, so we will revert to a morning time of 11:00 a.m., and hope that members will have lunch at the Hub.) The group agreed not to have a speaker and not to vote to expand the number of Trustees.
* A separate mailing to members will include an agenda and application to become a Trustee. Lara is preparing the mailing list.
* Susie has resigned her role as Group and Company Secretary; we need another to take her place.
* Ani Llamo said asked whether the group would support her continuing to be a Trustee while she is in South Africa, and if she attends meetings remotely. The Group unanimously approved her request and will try to set up a remote station for the December meeting.

**Dec 18, 2022, Potluck Supper for Members.** The staff requested a Christmas jumper party, paid for by the UEDG, away from the Hub for staff, Trustees, and volunteers. The Group discussed this and noted that this would take several hundred pounds, including expense for transport to Lockerbie or Langholm so that attendees could have alcoholic drinks, and it would be hard to justify using charity money for such an event. The alternative is a Potluck, that could be open to all members, already discussed by the Trustees. Staff and volunteers could be invited to this event without having to contribute a dish of food. The group preferred this as a celebration.

**Jan 25, 2023 Burns Night.** This is being put on by the ESMP Hall. Could the Old School Café do the food?

**Finances & Funding**

**Accountancy Crisis**. (see ODM report, page 4). The Trustees agreed that there should be a fresh start with accountancy and that we should research hiring an accountant who will have sufficient time to help us meet our deadlines.

**Trustee Treasurer.** We need one!

**Funding (ODM Report**). The Trustees would like to have amounts in figures for all six of the funding areas that are included in the ODM report.

**Gardening Group**

Jakki reported that a number of volunteers have helped clear spaces for the garden, including a polytunnel. She is taking to businesses and researching other funding for this.

* Garden Email Address Jakki asked for a Hub email address for the Gardening Group, and Diana said she would secure one for her.
* Food Fridge. Jakki suggested this could be a useful service for the future – providing surplus produce for free to those who need it.

**Human Resources - Staff**

**Confidential Employment Matter** - this is being carried forward and hopefully will be resolved soon.

**Cleaner.** Dawn Jones resigned. Richard has taken over her position, the hours of which have been reduced to 6/week.

**Kitchen Staff.**

* Helen Boittier is on leave because of a broken ankle and anticipates returning to work at the end of November. Richard has taken over her hours to cook until she returns.
* Georgia Fowler has resigned to take a job in a veterinary clinic, because she is studying vet medicine.
* More occasional front of house and kitchen assistants are required.

**ODM Assistant Position.** This post, funded by Ewehill, hopefully will be able to be advertised and interviews conducted during December with a start date of mid-Jan 2023. This will be advertised in local papers. Board approval will be requested prior to advertising the post.

**Maintenance of the Facility**

**Assessment of Areas Requiring Attention.** Ernie has had a tour of the Hub and he and Lara have identified areas which require attention and which will be remedied.

**Flooding.** James (?) came and demonstrated the Hub flood defences to six of us. There were identified a number of improvements needed, and Stuart (?) is going to include these in the resilience plan.

**Health & Safety Procedures and Assessment**. Where are we up to with this?

**Projects**

**(See ODM Report, page 3 for full descriptions of these projects, that the Trustees did not have time to discuss in this meeting.)**

**Community Resilience**

**Scottish Community Climate Network.**

**MBA Students from Edinburgh U – marketing.**

**NHS**

* They are delivering a STEPS course over the next few weeks. This a confidence, personal development course, - highly recommended.
* Carol will find out whether the Hub might be used as a vaccination centre.

**Next Meeting: Tuesday, 6 December 2022, at the Hub. There was some discussion about whether – because there is so much to review and discuss – there should be more meetings of the Trustees. This would not be acceptable everyone. (Perhaps we should have subgroups that meet in between full Board meetings?)**