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| **IoCCDT Directors Meeting 2 Nov 2021, Caslum** |
| **Minutes** |
| **Present:** Gerry Mackinnon Chair (GM), Pete Holden Treasurer (PH), Liz Holden Secretary (LH) , Isebail Mackinnon (IM), Caroline Mackinnon (CM), Fiona Hutton (FH), Margaret Willington (MW) observer, Andrew Prendergast (AP) observer. **By Zoom**: Indi Carnie (IC), Gareth Cole (GC), |
| **Apologies:** Winnie Mackinnon |
| **Agenda items** | **Action agreed** | **Who** | **When** |
| **1.Matters Arising*** Minutes of the last meeting accepted.
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| **2. Finance*** PH circulated the full update
* Shop account £31,000. Setting up a new account for shop income is almost completed and most of this money will then be transferred
* Main account £49,000.00. £40,000 from CREEL has been transferred into this account. Action relating to this will be discussed at the CREEL AGM. Money from the Crowdfunder had to be put into this account and will be transferred into Restricted funds as it is ring fenced for the housing project
* Restricted funds account £24,500 amount significantly increased by payment of first quarters of DTAS fund and NTS contribution to hub initial design work
 | Chase new accountTransfer crowdfund money | IMPH | asapasap |
| **3. IoCCDT Administrator update*** Directors welcomed Margaret Willington who attended the meeting as an observer, prior to taking up the Administrator post later in November (date tbc).
* Funding is now in place for this role and a sub group (GM, IM, LH, PH, GC) of the IoCCDT Directors, agreed by email, saw the recruitment process through.
* MW will stay in Caslum initially until more permanent accommodation is agreed
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| **4. Canna Partnership (CP) – report from first meeting*** GM reported that the first CP meeting had been very useful and she felt it would be very useful way to move forward
* Discussion took place regarding the number of meetings that are inevitably increasing. Creating sub groups for different projects could be a way to spread the load and delegation might avoid the same folk being at all meetings. Clarity over who is a part of subgroups will be necessary and a system for sub groups to report to the board of directors should be established as appropriate. Having a timetabled programme of meetings around the CP meetings might help but it would be important not to lose the ability to react to particular circumstances as they arise.

MW suggested that the ‘Click’ App might help and she will look into this once in post* LH queried who will set up the rota for IoCCDT representatives (as suggested by Ailsa Raeburn (AR) in the CP minutes). MW has a zoom meeting with AR and will discuss
* LH queried distribution of the CP agenda prior to CP meetings. IM clarified that the agenda should be circulated to all IoCCDT members. Any responses to the agenda should be made through an IoCCDT director.
* IC queried item 12 on the CP minutes. It was agreed that the meaning was unclear and IM will request that it be amended to clarify that any housing allocations should take into account the whole housing situation, not just one particular house.
* AP asked that the examples of housing allocation policies be circulated to all IoCCDT Directors
* IM reported that Clea Warner had sent through a time line and explanation of the NTS decision making process
* IM reported that redacted information from CP meetings goes onto a separate set of minutes. This mostly consists of time reliant items.
 | Investigate application of Click Approta for future IoCCDT repsask for amendment on COP minutescirculate housing allocation policies | MWMWIMLH |  |
| **5. Development Manager project updates*** AP went through all projects and reported on their progress. See attached report
* A number of actions were noted:
	+ Investigate whether it is necessary to advertise some of the project administration allocations for particular projects
	+ Chase Stephen Small for all legals on site purchase . Timing very tight
	+ Chase Scottish Govt for possible funding to cover shortfall in housing fund
	+ Send details of Provident grant for housing to AP
	+ Write letter to Dot Ferguson of Highland Council (HC) cc Denis Rixson (Councillor) re the omission of Canna in recent visit to Small Isles by HC Chief Exec
 |  | APAPAPIMIM | asapasapasapasapasap |
| **6. Ranger update*** IM reported that there had been no formal notification regarding the departure of the ranger. This impacted on businesses and visitors as some essential work was not taking place. Future NTS plans for this post would be useful to discuss.
 | Raise at CP | IM | 3 Nov |
| **7.Tighard Guest House update*** FH reported that an offer price had gone to NTS so there should now have enough information for NTS to advertise. FH said that she would administer all guest bookings up until the end of November and contact 2022 bookings to let them know that their bookings would be honoured.
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| **8. Dorlinn, Caslum and the Bothy updates*** The situation regarding Dorlinn is ongoing.
* Caslum will continue as a house in multiple occupancy but will provide accommodation for MW, potentially until the end of March 2022.
* Bothy – no plans known yet.
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| **9. CREEL update*** IM reported that an AGM is still required.
* IM reported the transfer of money to IoCCDT. A gift aid form is still to be completed
* FH / IM are chasing SD Wind re annual maintenance of the turbines
* GM reported that Jamie McIntyre will service the generators
* GM reported that there could be a possible power outage given electrical work at the works compound. The community will be notified if this is to happen.
* Dodd has sourced two IBCs of de-ionised water suitable for use in the CREEL batteries. The meeting approved £100.00 to cover expenses for getting the water to Canna.
* GM reported that the generator recording sheets are not always being completed during maintenance. These are important for insurance purposes
* If any volunteers wish to stand down, or join! CREEL maintenance teams, please let FH know.
* Steve Wade (Wind and Sun) replace one battery under warranty . Thanks to Craig Martin for fitting this into the system
* Outside of the inverter / battery shed still needs painted
* The CREEL project shared the “Sun, Wind and Sea Award” - Renewable Energy in the Small Islands and Marine Protected Areas in the Ecological Transition. We were put forward by Marevivo.

IC and GC left meeting | Arrange AGMComplete gift aid formChase SD WindFill in maintenance sheets | MWIMIM/FHgen. team | before XmasFH chase |
| **10. Shop update*** An application for a bank account (Co-op online business account) for Canna Trading Ltd. is almost complete. The company is a new legal entity with IoCCDT as the sole share holder. It is not VAT registered.
* The winter voluntary cleaning rota has been circulated
* An application has been made to The Prince’s Countryside Fund for £10,000 toward a new storage shed and freezer
* £3000 has been received from the Co-Ops Local Communities fund. This will offset the new defibrillator costs
* Thanks to GM, Chloe Nicholson and Jane Baser for undertaking an end of season deep clean of the shop
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| **11. AOB*** FH raised the unresolved matter of a central point for holding keys. It was suggested that this might be a job that MW could undertake once in post
* IM suggested that a system for letting the community know about who is on annual leave would be helpful. Could be another job for MW!
* IM suggested that it would be useful for IoCCDT to become a member of the Scottish Island Federation (SIF).
* IM also asked that IoCCDT rejoin Heritage Trust Network (HTN). Sarah Pierce of HTN recently met with community members and is keen to help our projects where she can e.g. maybe with the NHLF.
* IM asked for director’s opinions on a Port Users Group (PUG). This is not a mandatory requirement but does help a harbour to work effectively and consulting with all stakeholders, including an external ‘designated expert’, should enable good decision making. GC has offered to work on this and the meeting agreed that GC should take the idea forward and see who might be interested.
* PH reported that he would do an annual check on both defibrillators
 | key holding systemsystem for communicating leaveInvestigate joining SIFRejoin HTNSee if NHLF help possibleTake PUG idea forwardcheck / service defibrillators | MWMWPHPHAPGCPH |  |