



Cawdor
Community Centre
Ionad
Coimhearsnachd Chaladair

CAWDOR COMMUNITY CENTRE ASSOCIATION (CCCA) ANNUAL GENERAL MEETING

Wednesday 25th October 2023
Cawdor Community Centre

7.30 p.m.

Attendees		
Item	Discussion	Action
	Robin Pope Jennifer Walker Deanna Lundie Suzanne MacDonald Katy Dingwall Lizzy Rose Alec Rose Kirsty Rose	Mike Ogden Pauline Fraser Chloe Thomson Rowena MacWilliam James Cook Halde Pottinger Linsey Lyon
1.	Apologies	
	Fiona Forbes Meg Robertson Pat Clifton Alistair and Joanna Macgregor	
2.	Minutes of the previous meeting held 14/11/2022.	
	Robin Pope asked for the following amendments: add location of AGM held 14/11/2022, add date and location of meeting held prior to 14/11/2022. Robin Pope asked if an EGM took place. Pippa Stirling confirmed no EGM took place prior to AGM on 14/11/2022. Minutes preliminarily proposed by Rowena MacWilliam and seconded by Chloe Thomson.	1. Chloe Thomson - Amend minutes of AGM held 14/11/2023.

3.	Booking Secretary Report	
-	<p>Pippa Stirling provided the following report:</p> <ul style="list-style-type: none"> - Steady stream of bookings has been received, - Thank you to building users for their continued support during the transition of committee members. - Teething problems when the system was moved online have been ironed out. - Party bookings continue to be popular. - Current elected committee members have taken turns as booking secretary because it is a time-consuming role for just one committee member to undertake. <p>Pippa Stirling thanked Katy Dingwall for her hard work in the role of bookings secretary.</p>	
4.	Treasurer report	
	<p>Suzanne MacDonald provided a treasurer report: As of 30/09/2023: Current Account £1187.10 Savings £4005.03 Total £5192.13</p> <p>In past year: Income £3787.15 Spending £5113.30 Donations £2795.95</p> <p>Suzanne MacDonald explained hard copies of accounts are available on request.</p>	
5.	Bank account	
	<p>Pippa Stirling reported:</p> <ul style="list-style-type: none"> - Current elected committee members have not received cards for bank account, meaning they have been unable to make purchases. - It is still possible to pay invoices from the bank account. - Suzanne MacDonald is having regular meetings at the bank, and it is hoped the problem will be resolved soon. - Suggestions received for future purchases include a projector and tv screens. <p>Jennifer Walker asked if the bank accounts have been changed. Pippa Stirling replied bank accounts have not changed, problems occurred when removing previous</p>	<p>2. Suzanne MacDonald - Provide update on bank cards for elected committee members.</p>

	elected committee members and adding new elected committee members to the account.	
6.	Lets	
	<p>Pippa Stirling explained:</p> <ul style="list-style-type: none"> - Booking forms were changed slightly when the booking system was digitised. - Changes may be made to the booking system in the future, when the website is redesigned, to simplify the booking process. 	
7.	Wi-Fi	
	<p>Pippa Stirling reported:</p> <ul style="list-style-type: none"> - Wi-fi was installed in the past year. - It is available to anyone using the centre and there is good coverage throughout the building. - Having wi-fi available will encourage more people to make bookings e.g., during the day. - Pippa Stirling thanked Suzanne MacDonald for arranging wi-fi installation, especially because it was not an easy task. 	
8.	Website	
	<p>Pippa Stirling provided the following update:</p> <ul style="list-style-type: none"> - Someone had been found to redesign the website, but they are no longer an option. Search for another web designer has started. - Errors exist in the current website which cannot be fixed. - It is hoped the new website will include booking forms, a bookings diary and up to date contact details for CCCA. <p>Robin Pope suggested creating a website using a web hosting company.</p> <p>Pippa Stirling explained an additional email address has been set up, meaning there is one address for bookings and one for enquiries.</p> <p>Jennifer Walker asked if both email addresses are displayed on the current website. Pippa Stirling replied:</p> <ul style="list-style-type: none"> - Both email addresses are available on the website. - All elected committee members can access email accounts. <p>Pippa Stirling added the mobile phone number has been removed from the website. Pippa Stirling explained the mobile phone is no longer used because the booking secretary was receiving enquiries at antisocial hours.</p>	<p>3. Chair - Provide update on progress of new website.</p>

9.	Constitution	
	<p>Pippa Stirling reported:</p> <ul style="list-style-type: none"> - The constitution has not been updated. - Updating the constitution needs to be prioritised to clarify roles and responsibilities of elected committee members. 	4. Chair - Provide update on constitution.
10.	Equipment	
	<p>Pippa Stirling explained:</p> <ul style="list-style-type: none"> - A new equipment list needs to be created including photographs of facilities and equipment available to book. - It is hoped the new equipment list and photographs will be included in the new website. 	5. Chair - Provide update on creation of up to date equipment list.
11.	Committee members leaving	
	<p>Pippa Stirling explained:</p> <ul style="list-style-type: none"> - Fiona Forbes left the role of Booking Secretary following the last AGM and passed responsibilities to Katy Dingwall. A voucher was purchased for Fiona to say thank you. <p>Pippa Stirling explained the following committee members are stepping down from their elected roles following this AGM:</p> <p>Pippa Stirling Rowena MacWilliam</p>	
12.	Vote on new Committee Members	
	<p>Pippa Stirling asked for new committee members.</p> <p>Kirsty Rose asked if there is a deputy chair role within CCCA. Pippa Stirling replied there is currently no deputy chair. Pippa Stirling added; last AGM was not well attended meaning there were only just enough people present to take main roles.</p> <p>Pippa Stirling reiterated the constitution needs to be updated to reflect roles of committee members in CCCA. James Cook offered to assist with updating the constitution.</p> <p>The following people were elected:</p> <p>Kirsty Rose, Chairperson, proposed by Halde Pottinger, seconded by Pippa Stirling.</p> <p>Chloe Thomson, Minutes Secretary, proposed by Rowena MacWilliam, seconded by Halde Pottinger.</p> <p>Halde Pottinger, Committee Member, proposed by Kirsty Rose, seconded by Chloe Thomson.</p>	

	<p>Suzanne MacDonald, Treasurer, proposed by Katy Dingwall, seconded by Linsey Lyons.</p> <p>Katy Dingwall, Booking Secretary, proposed by Suzanne MacDonald, seconded by Chloe Thomson.</p> <p>Mike Ogden, Secretary, proposed by Kirsty Rose, seconded by Pippa Stirling.</p>	
<p>13.</p>	<p>AOB</p> <p>(13.1) Role of CCCA:</p> <ul style="list-style-type: none"> - Pippa Stirling explained CCCA ensures the facility is available for people to book and to be the link between Cawdor Primary School and Mears Facility Management. - Kirsty Rose asked if barriers exist for CCCA. Pippa Stirling replied there are processes which Mears have created which need to be followed carefully but these are not a barrier for CCCA. - Kirsty Rose asked for examples of decisions made by the chair of CCCA. Suzanne MacDonald replied that the chair makes final decisions regarding donations e.g., books for children at Cawdor Primary School. - Kirsty Rose asked if CCCA needs to be profitable. Suzanne MacDonald replied CCCA is not looking to have lots of money sitting in the account doing nothing. James Cook clarified money raised by CCCA needs to be used by the local community. - Suzanne MacDonald commented in her role as treasurer she has a monthly meeting with Mears to ensure all bookings are in both CCCA and Mears calendars. Pippa Stirling explained Mears's helpdesk number is used if there is a problem at the time of a booking taking place, as this is not the responsibility of CCCA. <p>(13.2) CCCA website:</p> <ul style="list-style-type: none"> - Kirsty Rose asked for clarification of issues surrounding the new website. Pippa Stirling replied that a web designer needs to be found to build the website. - Kirsty Rose asked for clarification of whether funds exist for the new website. Suzanne MacDonald replied there is money in savings account for the website. - Pippa Stirling explained it could become complicated if the booking system is added to the website because bookings must be made following the process set out by Mears. - Attendees discussed pros and cons of including booking information on the website. - Chloe Thomson suggested using 'Stripe' to make it simpler for people to pay for bookings using credit/debit cards 	

	<p>- Suzanne MacDonald commented that the cost of hosting the website needs to be investigated.</p> <p>- Mike Ogden commented he has built websites in the past and he will create an example of a new website for consideration. Mike Ogden explained different apps can be included in websites to create booking forms.</p> <p>- Kirsty Rose commented that bookings are the main income for CCCA so the booking process needs to be prioritised for improvement when website is being created.</p> <p>(13.3) Social Media: Halde Pottinger offered to review CCCA information on Facebook.</p>	<p>6. Mike Ogden - Create an example of a new CCCA website, to be shared with members of the CCCA committee</p> <p>7. Halde Pottinger - Provide update on review of CCCA information on Facebook</p>
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Action List, to be discussed at General Meeting of CCCA

Action List from Annual General Meeting Cawdor Community Centre Association (CCCA) 25/10/2023		
Action	Task	Person Responsible
1.	Amend minutes of AGM held 14/11/2023.	Chloe Thomson
2.	Provide updates on bank cards for elected committee CCCA members.	Suzanne MacDonald
3.	Provide update on progress of new CCCA website	Chairperson
4.	Provide an update on the CCCA constitution.	Chairperson
5.	Provide update on creation of up to date equipment list.	Chairperson
6.	Create an example of a new CCCA website, to be shared with members of the CCCA committee.	Mike Ogden
7.	Provide update on review of CCCA information on Facebook	Halde Pottinger