

	<b>MCTC Board Meeting Minutes</b> <span style="float: right;">DRAFT</span>	
	Date:	Wednesday, 11 <sup>th</sup> June 2025
	Time:	7.00PM
	Location:	The Hub
	Public/Board Only	Board Only
Directors Attending:	Lesley Jones (LJ) Jenny Rennie (JR) (Teams) Annie Tordoff (AT) Dave Mealand (DM)	
Staff attending:	Suzanne Pender (SP), Gill Hart (GH)	
Public attending:	Katy Donnelly (KD) & Fee Zanke (FZ) from CAOLAS	
Apologies:	Bob Jones (BJ)	
Chaired by:	Annie Tordoff (items 1-3), Dave Mealand (from item 4 onwards)	
Minutes by:	Aukje Delnooz	
Meeting is quorate:	Minimum 3 directors	
Declaration of Interests	None	

Agenda Points	Summary/Discussion/Feedback	Actions/Decisions	Person resp.	Date due
1 Welcome & declarations of interest	DM notes that he is sauna supplier (having been awarded the tender) as well as MCTC Chair. (This declaration to be added in future meetings as long as sauna is relevant) No other declarations.  Thanks to Katy & Fee for joining us. Special welcome to JR, who joins us via Teams.			
2. Minutes of last meeting	Were approved by email.			
3. CAOLAS	Katy & Fee from CAOLAS presented a proposal to place a small tank (1x1.2m footprint) at Lochaline harbour (either in Watersports Club shed or on MCDC property), for CAOLAS to use for outreach and	<b>Decision:</b> MCTC support the Coalas project at the harbour with further		

	<p>education regarding the Oyster Project. The tank would allow them to observe the oyster and learn about spawning behaviour and long term possibly be converted to a hatchery. Would need a power supply and would have a system to pump seawater in/out, so needs to be near the water. Directors are very supportive of the idea.</p>	<p><a href="#">discussion with the Water Sports Club about positioning the project.</a></p> <p><b>Action: SP</b> to discuss possible site for tank with Fee.  <b>Action: KD</b> to write letter of support for oyster tank and send to SP to sign.</p>	<p>SP</p> <p>KD</p>	<p>9/7/25</p> <p>asap</p>
4. Operations	<p><b>Café update:</b></p> <ul style="list-style-type: none"> <li>- Café running effectively (daily amounts from £300/400 to £700+). Need £500+VAT to break even.</li> <li>- Café receiving good feedback on food and service.</li> <li>- Financial position is improving but not surplus generated as yet to subsidise winter months.</li> <li>- Going to open Sundays as well in July and August.</li> <li>- Old coffee machine will be sold and proceeds to go towards rental of the new one</li> <li>- Cafe will also be doing pop up meal during gala week and have a presence on games day</li> <li>- SP has passed alcohol licence exam and we will be able to have an occasional license at the cafe</li> </ul> <p>New signage was ordered for Café/Harbour: vinyl banner for Hub and harbour for road by ferry. Ordered sign to go next to Highland Basecamp post. Also sign for side of building. All the strategic points for football. SP currently applying for permissions to place signs.</p> <p><b>Harbour update:</b></p> <ul style="list-style-type: none"> <li>- Alastair and Heather do 7 days on/off.</li> <li>- Electrical work completed except for 1 switch.</li> <li>- Moorings have been serviced (moorings).</li> <li>- Sauna is proving popular.</li> <li>- Planters need weeding.</li> </ul>	<p><b>Action: SP</b> to look into getting feather flag banners to promote Café/Harbour as well</p> <p><b>Action: LJ</b> to weed planters at Harbour.</p>	<p>SP</p> <p>LJ</p>	<p>9/7/25</p> <p>9/7/25</p>

	<ul style="list-style-type: none"> <li>- Legionella testing done; easy process and needs to be done monthly.</li> <li>- Small issue with toilets flushing. Rodding now, but winter maintenance time should be used to find permanent solution.</li> <li>- Galeforce have surveyed the walkways. SP to chase report.</li> <li>- Looking into potential for food offering at Harbour, to complement alcohol licensing and attract more yachts.</li> </ul> <p>Directors request more soft intelligence to analyse financial information about the harbour/café.</p> <p><b>Fuel station update:</b></p> <ul style="list-style-type: none"> <li>- ApplePay is in place. Still getting the odd card refusal for international cards.</li> <li>- Quote received today for hydraulic lift to get access to pumps. £14K in fuel pump budget; need to check that all the servicing/maintenance is covered. SP to check.</li> <li>- Reason for running out of fuel: just sold a lot. SP will keep more eye on the levels, to improve this.</li> <li>- Old pump still not sold. Action: SP to look into this.</li> </ul>	<p><b>Action: SP</b> to chase Galeforce's survey report for walkways</p> <p><b>Action: SP</b> to share soft intelligence re harbour figures from Operations Report next meeting.</p> <p><b>Action: SP/staff</b> to keep track of fuel levels, to avoid running out.</p> <p><b>Action: SP/staff</b> to sell old fuel pump.</p>	<p>SP</p> <p>SP</p> <p>SP</p> <p>SP</p>	<p>9/7/25</p> <p>9/7/25</p> <p>9/7/25</p> <p>9/7/25</p>
5. Comms & marketing update	<p>Update on what we are doing around communication and engagement. GH/IR to pull together what's going on and create plan, incl. visibility of what/when/where and stakeholder engagement. Who are our target audiences? What's the best way to talk to people, as many don't use social media. Need a tactical approach for harbour and café and include those in an overarching plan for MCDC/TC. IR will present plan at next meeting and share it with directors in advance, so directors can ask questions. Comms and marketing plan sounds very useful. All needs to be considered in harmony with community and ensure community can cope with increased influx of visitors.</p>	<p><b>Action: GH/IR</b> to email draft to all directors few weeks before next meeting.</p> <p><b>Action: SP</b> to get sign made re overflow car parking and get</p>	<p>GH/IR</p> <p>SP</p>	<p>1/7/25</p> <p>asap</p>

**Commented [MC1]:** Have realised that I hadn't actually edited this part of the minutes (took a break and must've started on point 6 when I came back to it) sorry!

		staff/RSPB to park at monument car park.		
6. Financial reporting	<p>April-May financial performance: Fewer boats, but Café doing better. Spending from Harbour Master's budget has increased (probably cost of piece of equipment bought). Self-employed expenses are also quite high; need to balance the volunteer contribution with paid ones. Madi and Gill did market research regarding pricing. Our coffee/beverage pricing is spot on. GH recommends incentive (e.g. x<sup>th</sup> bowl of soup free) for locals rather than discount, to keep Café affordable for community. Need to speak to MCDC re winter opening requirements for Café. Invite Keith/Angus to next meeting and ask those questions?</p> <p>Turnover: £59.5K, cost of sales: £29.5K, gross profit: £30K, admin costs: £51.7K, operating loss: £21.6K, other income: £22.9K, profit after tax £1.2K Thanks to SP and staff team (café, harbour, office) who work very hard.</p>	<p><b>Action: SP/Adeline</b> to include some financial support from MCDC in draft budget (towards the Café opening in winter)</p>	SP/Adeline	
7. Staffing	2 new staff for Café: Caroline and Iona Seasonal additional harbour master to cover Sundays: Hamish			
8. Loyalty card and staff discount	Discussion was had regarding staff discount at the Café.	<b>Action: SP</b> to put proposal together for that and how much it'll cost.	SP	asap
9. Stakeholder messages /new stories to cascade	Ask for volunteers for the Café (need to be physically fit).	<b>Action: Isla</b> to communicate	Isla	9/7/25
10. Process for publishing minutes	<p>Proposing:</p> <ul style="list-style-type: none"> <li>- meeting Wednesday</li> <li>- AD to email minutes out by the weekend.</li> <li>- Comments back by following Wednesday,</li> <li>- If amendments needed: AD to amend and send amended minutes to everyone &amp; IR to publish.</li> <li>- If AD has heard nothing, assume they are approved &amp; IR to publish.</li> </ul> <p>We need a space on website for MCTC minutes.</p>	<b>Action: Isla</b> to publish April MCTC minutes + anonymised sauna quotation	IR	asap

11. AOB	- Former harbour master seriously ill. MCTC/DC to send card and flowers.	<b>Action: SP</b> to send card & flowers.	SP	asap
	- Extending offer at sauna: massage/yoga? AT sent Coastal Communities Fund info to SP, regarding a possible gym at harbour.	Action: ?		
	- Policies to be formally approved by email.	<b>Action: SP</b> to circulate policies for approval	SP	9/7/25
	- New lease for Watersports Club/CLAM to be formulated over next few weeks. Rent needs to be revised and CLAM asked for equipment to be signed over.	<b>Action: SP</b> to speak to Henriette about CLAM lease and ask MCDC to sign over equipment to CLAM.	SP	9/7/25
	- Coastal Communities grant expression of interest - needs to be in by 15th June	Action: ?		

**Commented [MC2]:** @Annie/Suzanne, was there an action related to this Coastal Communities grant?

Meeting closed at 9pm

<b>Next Meeting</b>	Date	Wednesday 9 <sup>th</sup> July 2025	Time:	7PM
	Location	Hub	Board Only/Public	Board Only
<b>Minutes approved</b>	Date:	Sign:	Name	

**Overview of 2025 meetings:**

Proposed dates MCDC	MCTC (monthly between April- Sept, then once every two months)	MorVolts
-	9th July - Hub	
5 <sup>th</sup> August – Hub	13th August – Hub	
-	10th September - Hub	

7 <sup>th</sup> October – Village Hall, AGM	-	27 <sup>th</sup> October - Hub
-	12th November - Hub	
2 <sup>nd</sup> December – Hub	-	

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