

## Emergency Board Meeting

Minutes of Emergency Board Meeting held at Borrodale School,  
Borrodale. Thursday 17<sup>th</sup> June 2010

Present: Ian Blackford, Ann Blackford, Ewan MacLay, Brian Smith, Ian Whitehill and Ann Bowes. Ocean Graham, Natalie Bayfield arrived at 8.20pm.

Apologies: None received.

1. Nominations Committee. The Nominations Committee had met and interviewed two candidates for the positions advertised for Cafe staff. Ann, Ian and Ewan had spoken to Sandy Paterson. He has the experience, having worked at the Three Chimneys in Colbost. He was a good candidate, he seemed hard working and reliable. The Committee were keen to offer him the position of Kitchen Assistant from 28/6 to 18/9. 36 hrs at £6 per hour. Stuart Bell had been approached by the Chair and has given Ian his proxy approval for this offer. Proposed by Ian Blackford. Seconded by Ann Blackford. Board approved appointment.
2. The Committee had also interviewed a candidate for the Managers position. Andrew Porterfield had recently moved to the area. He has experience in the catering industry, and states he can cook and bake. Moved by Ian B, seconded by Ewan. Board approved offer of employment.
3. Both candidates will be sent offers of employment by Chair. The Café committee are to be made responsible for the supervision of the new staff and to organise the on-site induction training required under Hygiene legislation.
4. 8.20pm Ian outlined the position so far to late arrivals.
5. Brian met with Coila Hunter of Highland Council with regard to the examination of the premises. Brian read out an email copy of the report sent to him. The matter was then taken up by Ocean Graham who will complete the required paperwork.
6. On site training of the new staff to be undertaken by the café committee. Ann B has sourced a number of the items required to set up the café from a number of different sources. Ann and Ocean are given authority by the Board to go ahead and order the various items required with the codicil that we have a limited budget and will also require receipts.
7. A cooker will be sourced from the Hydro Board in Portree to alleviate delivery problems. Brian has attended the shop and has

come back with an offer from the Hydro Board for a specific cooker at over £50 off rrp. The Hydro has the details and only await the order. Cooker will be on Skye on Monday 21<sup>st</sup> June. Board approved order.

8. Ian W will endeavour to source some inside and outside plantings to decorate the café area.
9. AOCB. Nil

There being no further business the meeting closed at 9.00pm