

**Minutes of meeting of Directors of The Craigiebank Association on Wed 5 Jan 2005.**

Present: G Miller, K O'Rourke, E McMillan, K Mands, I Tyndall, J Stirton, L Cameron, J McMurray and A McAulay

**In attendance:** P Culloch

	<b>Action</b>
<p><b>1. Apologies</b> Apologies were received from VC, BW and AH</p>	
<p><b>2. Mathew Henderson , Dundee City Council re Newsletter</b> Mr Henderson, Community Worker with Dundee City Council was welcomed to the meeting. Mr Henderson agreed to help the Association produce its first Newsletter and confirmed the Council would contribute £200 towards production. The sub-group previously constituted would meet as soon as possible with Mr Henderson to discuss contents for a draft copy. The newsletter could include information on:</p> <ul style="list-style-type: none"><li>• the Association progress so far along including short and long term plans</li><li>• future events</li><li>• our website</li><li>• hire of church halls</li><li>• Council information</li><li>• Membership Form</li><li>• Photographs</li></ul> <p>Advertising space could be offered to local businesses.</p> <p>It is hoped the Newsletter can be ready for circulation towards the end of Feb.</p>	<b>IM</b> <b>AM</b>
<p><b>3. Minutes of previous meeting and Matters arising – Mon 29 Nov 2004</b> The minutes were approved subject to one correction – B Watson should read B Waterson.</p> <p><b>Item 2 - Funding Package Sub-group</b> GM to fix the date of the first meeting.</p>	<b>GM</b>
<p><b>4. Update of Fundraising Events</b></p> <p><b>a) Tread the Boards Youth Musical Theatre</b> This concert would take place in the Church Hall on Friday 11 March at 7.30 pm. Tickets £4 for adults and £2 for children. Ticket price would include tea/biscuits.</p> <p><b>b) Table Sales</b> The next table sale would take place on Sat 5 Feb – usual arrangements to be in place.</p> <p><b>c) Ceilidh – Sat 29 Jan 2005</b> Tickets are now on sale. Directors to meet at Church at 2 pm on Sat 29 Jan to set up and decorate hall. IT to ensure there are plates, cutlery, napkins etc.</p> <p>GM to get tartan to decorate hall. He also agreed to produce a flyer of future events which could be handed out at the ceilidh. Tickets for the next event <b>Tread the Boards</b> would be on sale at the ceilidh.</p>	<b>ALL</b> <b>IT</b> <b>GM</b>
<p><b>5.</b></p>	

	<b>Action</b>
<p><b>6. Newsletter</b> Dealt with above.</p>	
<p><b>7. Health &amp; Safety</b>  GM to meet with Gregor Young to discuss plans for decorating the hall and the demolition of the stage. LC to arrange this. It was agreed that a sign should be erected stating that the premises are managed by the Association.</p>	<b>LC</b>
<p><b>8. Outing to Downfield Musical production in Spring 2005</b>  AM reported that she had been unable to progress this matter as the DMS offices had been closed down over the festive period. AM &amp; IT to progress this matter.</p>	<b>AM IT</b>
<p><b>9. Security Evening</b>  GM to contact Carol Jenkins, Community Safety Officer with DCC to check progress re this event.</p>	<b>GM</b>
<p><b>10. Financial Report</b>  IT reported the Association had £5524 in the bank</p>	
<p><b>11. AOCB</b> JS to get Directors and any other volunteers on Basic Hygiene course. IT to order large pans LC to price tables EMcM to find out where Douglas had purchased their tables.</p>	<b>JS IT LC EMcM</b>
<p><b>12. Approval of Association Members</b>  AM submitted a list of prospective members. The people listed were formally approved as members. GM stated that Board Members automatically became members of the Association.</p>	
<p><b>13. Dates of future meetings</b> Wed 2 Feb Wed 2 Mar Wed 13 Apr Wed 4 May Wed 1 Jun</p>	