

ACIP Committee Meeting Minutes

Monday 6th December 2021 at 14:00 hrs at Le Bastion, Le Bugue



Present: Andrew Easdale President / Chair Apologies Andre De Wandeler, Julie Healey

Shona Wisedale Treasurer

Alec Robshaw Secretary

Martine Van Meerbeeck

Evelyn Kaplan

ITEM	AGENDA TOPIC	DISCUSSION	ACTION
1	Welcome & apologies	Andrew welcomed everyone to the meeting, including Paula Maburn who had been invited to present her ideas for decorating the new clubhouse in Le Buisson.	
2	Signing of the minutes of the previous meeting	The committee minutes of 15 th November 2021 were approved by the committee and signed by Andrew. They will be uploaded to the website and posted to our cloud storage facility.	Alec / Martin
3	Presentation by Paula	<p>Before commencing, Andrew stressed that given current levels of expenditure on moving and decoration, including heating and other essentials, we must prioritise spending according to immediate needs. This does not obviate future spending to reach our ultimate goals but with human and financial resources already stretched we have to be realistic. The focus therefore remains on getting things operational before our first social events and group activity resumption in early January.</p> <p>Paula then went on to give a highly considered and well received presentation regarding colour schemes and decor for our new clubhouse. The main objective is to present a warm welcome to members and maximise the benefits that the new premises offer, whilst providing an integrated harmony between the different functions. There was a lot of discussion regarding how the separate facilities will be used and Paula focussed on colour and style to bring everything together, alongside a comprehensive breakdown of costings. Paula then left the meeting so that further discussions and the rest of the agenda could be pursued. Andrew will send a note of thanks for all Paula's hard work and inform her of the outcome of our subsequent deliberations.</p>	Andrew

4	Discuss and review progress with new premises	<p>Alec is overall project manager for the move whilst Martine has been looking after the decorations in Le Buisson (with David Morris) and the overall design (with Paula). Everyone was brought up to date with progress (although most people present have also been heavily involved) and there is now the need for another team to execute the final phase of decoration. Alec will organise after speaking with David.</p> <p>The main discussion then related to budgets and priorities, with due acknowledgement to Paula's presentation and our current inventory of furniture and materials. It was agreed that six new tables would be purchased alongside three wall lights and new taps for the kitchen, a new outdoor key-safe and post box, inside door locks and the potentially expensive ceramic wall heaters. Budgets were agreed and a timeframe of early January was noted for their installation and completion, ahead of reopening next January. After that, it was again noted that the services of a registered electrician will be required to upgrade the installation later next year.</p> <p>Thanks are due to the many volunteers who have helped so far (and again needed this coming week to finish the decorating) but available candidates are fewer for the week after Christmas when we make the final move out of Le Bastion. Again, Alec will organise the team necessary for this later phase in due course.</p> <p>Andrew confirmed that insurance is now in place for our new premises, at a slightly increased premium to cover the additional space. Shona will set up regular payments for this and also the monthly rental, cancelling the old debit for Le Bastion.</p> <p>After some discussion it was agreed that wooden dining chairs will be sold off as they are uncomfortable and in any case would need painting to fit with the new decor. They will likely stay in Le Bastion into the New Year until a decision is made regarding their disposal.</p>	<p>Alec</p> <p>Alec</p> <p>Alec</p> <p>Andrew / Shona</p> <p>Andrew</p>
5	Discuss new Committee recruits	<p>With Evelyn recently joining the committee we now number eight and therefore need at least two more people to join. Alec reported that a recent potential decided he was sadly too busy so the search continues and everyone was requested to put forward ideas for suitable candidates.</p>	<p>All</p>
6	Recent / Forthcoming Events	<p>Our recent social evenings organised by Shona and Evelyn have attracted around 40 people but have sadly not generated much profit. It was thought that the move to new premises may provide a chance to review bar prices and other operational transactions such as being no longer subject to a limit of 50 people. The cleaning of the new clubhouse was also raised as we may lose the services of our current cleaner (Lianne) after the move.</p> <p>Alec reported that the Christmas lunch currently has 60 subscribers, this after a good number of cancellations due to the recent changes in Covid rules, offset by several new additions following a final call last week. Alec will report final numbers to the restaurant this week and Jen & Paul have offered to meet and greet people as they arrive, taking payment as due. Shona needs a signed cheque from Andrew to pass over to the proprietor after the event as she is still having difficulty getting signatory clearance transferred from Martin to herself.</p> <p>An announcement has gone out regarding Paula's annual Christmas garland making event which will be held this coming Saturday (11th December) in Le Bastion.</p> <p>Robert Brereton has agreed to once again organise a walk / picnic on January 1st so an already-drafted announcement will be made within the following days.</p>	<p>Andrew</p> <p>Alec / Shona</p> <p>Paula</p> <p>Alec / Martin</p>

		<p>The Galette des Rois welcoming party at our new premises on January 7th will be organised by Julie but apart from the gallette it will be normal social. Andrew and Evelyn will be there to support and the invitation needs to be sent out quite soon, with replies going to Evelyn. It was also considered a good idea to extend an invitation to the local mairie for these event(s).</p> <p>Shona is organising the 'Burns Night' event on 28th January and has managed to source some Scottish Haggis via Germany! There was some discussion as to whether to provide a small plate and whisky free of charge or offer something more substantial at €5 per head, which can be decided in due course.</p> <p>With regard to possible future events, there will be the usual Friday evening social in February and Evelyn suggested a petanque competition in the spring, when the weather improves. This is aimed at promoting her new group but would also offer the opportunity for a picnic and convivial event alongside, taking advantage of the nice facilities at the Le Bugue boulodrome.</p>	<p>Julie / Andrew / Evelyn</p> <p>Shona</p> <p>Evelyn</p>
7	Website / mailing communications	<p>Following Alec's previous alert regarding ongoing maintenance issues surrounding our current WordPress website, together with our ongoing reliance on ex-Treasurer Martin Crawford handling our regular emails to the membership, he reported back regarding a possible alternative. This would potentially involve integrating our website and mailing platforms via a turnkey rebuild, to be outsourced to a web developer.</p> <p>The initial cost estimate is not insignificant so further discussion and investigation will be necessary, although in principle the idea gained general support.</p>	<p>Alec</p> <p>All</p>
8	Membership update	<p>In the absence of Julie there was not much to report, although Shona noted that there was now a steady flow of membership renewals coming through. Shona will bank the cheques as they are received.</p>	<p>Shona</p>
9	AOB	<p>Following a request from Maddy for minutes and agendas to be translated into French, this was adopted as a sensible requirement going forward. The previous minutes have already been translated and will be uploaded to the website in both languages.</p> <p>Martine asked if it would be possible to install a hanging system for notice boards and pictures so that they can be regularly changed – much like in an art gallery? Several suggestions followed and Evelyn will forward product details of a solution she is aware of from 3M.</p>	<p>Alec</p> <p>Evelyn</p>
10	Date of next meeting	<p>The next meeting of the ACIP Committee will be held at Le Buisson at 3.00pm on Thursday 6th January.</p>	<p>All to note</p>

Meeting Minutes taken by Alec, Secretary