

BID4Oban Board Meeting
Notes of meeting as not quorate
held at Oban Community Fire Station on
17th October 2017 at 6.15pm

Present	Graeme Bass - Chair (GB), Roddy MacCuish (RM), Tony Cave (TC) Gregor MacKinnon(GM), Chris Jay (CJ), Alex Needham(AN), Elaine Robertson (ER)	
In Attendance	Andrew Spence (AS), Yvonne MacLean (YM)	
Apologies	Nicky Archibald (NA), Fergus Murray (FM)	
Absent	Ian Clunie (IC)	
Item	Content	Action
11017	<p>Declarations of Interest</p> <p>Item 91017 – Oban Cruise Group Application both AS and ER. AS is Treasurer and ER is Chair of the Group.</p> <p>Directors Discussions – two items for discussion, GB will take part in one only and RM will lead on the second item</p>	
21017	<p>Minutes of 22nd August Meeting for approval:</p> <p>Proposed: Graeme Bass</p> <p>Seconded: Roddy McCuish</p>	
31017	<p>Matters Arising</p> <p>Green Machine – No reply from Pippa to date, letter re Pulpit Hill has been sent to Jim Smith. Board want to move progress to next level.</p>	Action: AS to write to Chief Executive A&B with copy of previous letter.
41017	<p>Finance Report</p> <p>Bad Debt – not included in report. After AS and YM met with Judy Orr at ABC a robust plan is being put in place to recover persistent debtors. Bad debtors will not benefit financially from BID4Oban grants or publicity.</p>	Board Approve plan

51017	<p>Spending Plan for October 2017 Document forwarded to Board Members on 11th October. Additions to list – Railings up to McCaigs tower from McCaig Rd and Jacobs Ladder Railings. AS meeting with David McGregor on Thursday to finalise accounts. Branding of BID4Oban to use the Blue BID logo instead of the Love Oban logo/brand to prevent confusion.</p>	<p>Action: Board Approve Spending Plan. Action: AS to price additions and forward to board for approval</p>
61017	<p>Fireworks 5th November Fireworks to be on NLB pier, all permissions in place. Possibility of having stalls on station square but weather dependent and on a Sunday night this year.</p>	
71017	<p>Oban Live Update Grant application will be paid prior to end of financial year, invoice will be split to reflect working arrangements. AS and YM have been invited to attend the Highland Tourism Awards as Oban Live has been nominated for an award. Will combine this with a meeting with Inverness BID. Hotel costs will be approx. £160.</p>	<p>Action: Board Approve costs of £160</p>
81017	<p>Reindeer Parade Planned for Saturday 18th November. Application for road closure and parade licence has been made. Limited contact with Winter Festival this year after initial meeting. YM has been previously involved with ensuring safety requirements were met and need to continue to monitor.</p>	<p>Action: AN to contact Winter Festival to encourage greater communication with BID4Oban</p>
91017	<p>Oban Cruise Group Grant Application Application made to train 'walking group' town guides up to a yellow badge status. Proposal to offer £3,500 payable on evidence that people are willing, capable and able to be trained. If this cannot be evidenced then the funds will be recoverable.</p>	<p>Action: Board approve grant of £3,500</p>
101017	<p>Light Up Oban – Update The minutes of June 2017 were read out, there is no mention in these minutes of any funds being approved by the board, and states that BID is 'waiting on a proposal of creative interactive ideas'. No communication since 2nd October 2017 when a request was made by AS to provided further information about the proposals. A BACS transaction for £6,900 (deposit) was paid in July to Doubletake Projects Ltd.</p>	<p>Action: Board have instructed AS to pursue the deposit paid</p>

111017	<p>Ballot Outcome 75% of the 37% turnout of levy payers voted in favour to renew BID4Oban. GB sent an email prior to the outcome being known to all board and staff thanking everyone for their commitment and work during the ballot process. AS thanked the existing office team for their effort and tenacity at getting the vote through in a positive manner.</p>	
121017	<p>Business Plan and Operating Plan Current Business Plan is a document that was quickly put together by AS and YM in a short period of time after notification was given by ABC that the proposal submitted on 29th June 2017 was not recognised as being the correct document. A 6-monthly operating plan beginning in November will be presented to the board. Need more engagement with levy payers, YM to do more hands-on engagement not just Admin. Need to fully utilise the skills of the office team.</p>	<p>ACTION: AS to submit operational plan for enclosures with next board meeting documentation.</p>
131017	<p>Additional Directors Board encouraged to contact any potential Directors including past Directors to apply to join.</p>	<p>Action: All Directors to actively canvas for additional board members.</p>
141017	<p>Celtic Music Festival 2019 AS and YM have attended two meetings along with other interested parties and will be submitting a Bid to bring this event to Oban in 2019. Potential of 4 nights and up to 400 delegates attending. Plans for a spin off event to become a legacy of the event.</p>	
151017	<p>AOB Winter Festival – TC has been approached by the Winter Festival to open his business one night late for the festival, can BID take an active role in promoting this event with our levy payers? Camanachd Cup Final – RM advised the Board that there is a possibility of the Cup Final coming to Oban next year. This would be a great event for the town. Dunoon BID is currently undergoing a Ballot procedure, could AS visit with RM to give support? McCaigs Tower – ER raised the issue of the lights not being in place. RM advised that the lights are due to be repair by Remembrance Sunday. BIDs Scotland National Database – AS advised that BIDs Scotland is currently organising an executive committee to consider the feasibility of BIDs National Database. Proposes that YM joins this committee as it is a good networking opportunity with a remote workload.</p>	<p>Action: RM to arrange Dunoon BID visit with AS</p> <p>Action: Board Approve Proposal</p>

	AS, YM and ER left. Directors Discussion followed	
	Meeting closed 8.00 pm Next Meeting 21 st November 2017 Venue: Oban Community Fire Station Time: 6.15pm	