

**BID4Oban Board Meeting**  
**Minutes of meeting held at Oban Community Fire Station on**  
**15/12/2015 at 6.15pm**

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| <b>Present</b>       | Andrew Spence (ASp - chair), Nicky Archibald (NA), Jim Smith (JS), David McGregor (DM), Tony Cave (TC), Frances Dickson (FD) |
| <b>In Attendance</b> | Derek Connery (DC),  |
| <b>Apologies</b>     | Andrea Simpson (AS), Graeme Bass (GB), Councillor Roderick McCuish (RM)  |

| <b>Item</b> | <b>Content</b>   | <b>Action</b>   |
|-------------|--|---|
|             | <b>Resignations</b><br>The chairman advised that Lindsay MacMillan and Allan McKie had stood down from the board.  |   |
|             | <b>Declarations of Interest</b><br>No declarations of interest were declared.  |   |
| 11215       | <b>Minutes of Previous Meeting for approval</b><br>Proposed: Tony Cave<br>Seconded: Jim Smith  |   |
| 21215       | <b>Matters Arising</b><br>Board meetings – all meetings in 2016 would be held at the Fire station with the exception of the AGM<br><br>Merchandise – the board approved the proposal to use the merchandise as promotional material for the town and a number of specific groups were identified. In addition merchandise would be offered to levy payers that visited the Bid office. | <b>Action – DC</b> to contact identified groups regarding merchandise |
| 31215       | <b>Finance report</b> – noted. The statutory accounts were also approved for issue to the independent accountants with the one change arising from a lower grant claim noted by DM at the meeting  | <b>Action: DM</b> to finalise and pass to accountants                 |
| 41215       | The board received both a general update and events update from the Chief Executive.<br><br><b>Events</b> - The board approved the development of the proposed events of Geo-caching, Oban Live, and an outdoor event for the autumn.  | <b>Action: DC</b>   |

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|       | <p><b>Communication</b> - An advertising programme proposed by Oban Times was under consideration. It was agreed that a working group including NA and AS and external parties would be formed to develop a clear communication strategy and resolve confusion with the various Oban brands.</p> <p>Plan for meeting in January 2016</p> <p><b>Levy collection</b> – the board requested an update on outstanding levy amounts.</p>   | <p><b>Action:</b> NA/AS/DC</p> <p><b>Action:</b> DC</p>   |
| 51215 | <p><b>Renewal process</b></p> <p>The board noted and approved the report. It was agreed that those involved in the first ballot process would be invited to contribute to the renewal process.</p>  | <p><b>Action:</b> DC</p>  |
| 61215 | <p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>a. New board members to be considered in January.</li> <li>b. AGM – schedule for March 2016</li> <li>c. Business plan – need to revisit strategy to ensure all areas are covered.</li> <li>d. Business engagement – more events recognised as needed.</li> <li>e. Fortieths road show – investigate BID representation at next year’s show.</li> <li>f. Ambassadors - Look to promote ambassador roles with levy payers, possible feature in Argyll review. Consider options for additional support in 2016 from Argyll College etc. Interaction between ambassadors’ role and Visit Scotland. TC to update role profile.</li> <li>g. Board communication – look to develop a IT based communication solution for staff and board members to manage resources and understand activity.</li> </ul> | <p><b>Action:</b> Chair</p> <p><b>Action:</b> DC to book venue</p> <p><b>Action:</b> all</p> <p><b>Action:</b> DC</p> <p><b>Action:</b> DC</p> <p><b>Action:</b> TC/DC</p> <p><b>Action:</b> DC</p> |
|       | <p>Board Meeting ended 7.50pm</p> <p>Date of next meeting <b>TUESDAY 19<sup>th</sup> January 2016 6.15pm</b><br/> <b>VENUE – OBAN COMMUNITY FIRE STATION</b></p>  |   |