

**BID4Oban Board Meeting**  
**Minutes of meeting held at Oban Community Fire Station on**  
**16<sup>th</sup> August 2016 at 6.15pm**

<b>Present</b>	Graeme Bass (GB), Elaine Smith (ES), Keith MacIntyre (KM), Francis Dickson (FD), Tony Caved (TC), Jim Smith (JS), Nicky Archibald (NA) 6.55 PM
<b>In Attendance</b>	Derek Connery (DC), Yvonne MacLean (excused)
<b>Apologies</b>	Alex Needham (AN), Gregor MacKinnon (GM), Roddy MacCuish (RM)

<b>Item</b>	<b>Content</b>	<b>Action</b>
030816	<p><b>Election of Office Bearers</b></p> <p>GB as Chair, TC as Vice Chair</p> <p>Proposed KM, Seconded JS. No objections</p>	<b>Duly Elected</b>
	<p><b>Declarations of Interest</b></p> <p>GB noted interest in Commercial Combined and Directors and Officers Insurance, due for renewal. Decision on renewal proposals to be made by Chief Executive.</p>	
10816	<p><b>Minutes of previous Meeting for approval:</b> 21<sup>st</sup> June 2016</p> <p><b>Proposed:</b> TC</p> <p><b>Seconded:</b> KM</p>	
20816	<p><b>Matters Arising</b></p> <p><b>Secondary Signage-</b> ABC currently constructing a coherent policy with regards this, due October.</p> <p><b>Argyll College-</b> Initial discussions held and contact with amenities facilitated report back September.</p> <p><b>Waiting Times Signs-</b> on going JS to follow up with Transport Scotland in 2 weeks</p> <p><b>Salary Reviews-</b> KM and JS to provide templates for performance appraisal</p> <p><b>Stage 3 Safety Audit-</b> will be carried out by Q4</p>	<p><b>Action DC</b> to follow up and make sure contact made report back September.</p> <p><b>Action JS</b> report back in September</p> <p><b>Action JS &amp; KM</b></p>
40816	<p><b>Finance Report</b></p> <p>Report noted</p>	<b>Action TC</b> to approach DM for

		<p>monthly report on variances and outstanding payments</p> <p><b>Action DC</b> to approach ABC on scale and scope of non-payment</p>
50816	<p><b>Chief Executive Activity Report</b>  The main focus of last two months has been the preparation of two grant applications.</p> <ol style="list-style-type: none"> <li>1. £10k to support activity for European mobility week, successful.</li> <li>2. Streets of Voices application to Event Scotland £20k, pending.</li> <li>3. Streets of Voices agreement from ABC to support the event £5k, successful.</li> <li>4. Streets of Voices, support from Wyvex media in promotion and access to archive material, successful.</li> <li>5. Initial discussions on a public bike sharing scheme, full proposal pending.</li> </ol>	
60816	<p><b>Board Meeting Protocol</b>  Adopted</p>	<p><b>Action DC</b> amend to include pre meeting agenda discussions with either Chair or Vice Chair.</p> <p>Action items will have completion dates</p>
70816	<p><b>Communication Strategy</b>  Board to review and add suggestions</p> <p>In addition KM has offered a monthly column in OT business section.</p> <p>Crib sheet of achievements to be produced</p> <p>Sector specific briefings- not limited to BID groups but more sector specific and natural alignments- common objectives and themes</p> <p>Sample Survey, more use of Mail Chimp and more importantly Survey Monkey to increase engagement. Directors to bring back possible topics</p>	<p><b>Action DC</b> arrange with KM when this will take place</p> <p><b>Action DC</b> to compile</p> <p><b>Action ES</b> to suggest groupings</p> <p><b>Action All</b></p>

80816	<p><b>AOB</b>  GB-While committed to being the Chair until the ballot there must be progression planning.</p> <p>TC- prepared to step into chair after GB Agreement that 1 yr VC then 1 C would be effective. Director recruitment very important</p> <p>ES- Strategy and input session would be useful, all agreed. KM offered to host</p> <p>ES- customer service award to recognise good practice</p> <p>GB- use this to form a steering group to focus on the ballot.</p> <p>GB- welcome back to FD</p>	<b>Action DC</b>
	<p>Board Meeting ended 7.45 pm</p> <p>Date of next meeting  <b>Tuesday 20<sup>th</sup> September 2016 6.15pm</b></p> <p><b>VENUE – OBAN COMMUNITY FIRE STATION</b></p>	