

BID4Oban Board Meeting
Minutes of meeting held at Oban Community Fire Station on
15th September 2015 at 6.15pm

Present	David McGregor (DM), Andrew Spence (ASp), Sean Jamieson (SJ), Nicky Archibald (NA), Frances Dickson (FD), Roderick McCuish (RMcC), Tony Cave (TC)
In Attendance	Linda Houston (LH), Derek Connery (DC), Yvonne MacLean (YM) Executive Team
Apologies	Graeme Bass (GB), Jim Smith (JS), Lindsay MacMillan (LM), Andrea Simpson (AS), Allan McKie (AM)
Not in attendance	
Declarations of Interest	Renewal of Insurance with ACE Management placed with Clark Thomson Insurance. Graeme Bass is Senior Account Executive in Clark Thomson and took no part in the decision to award the contract.

Item	Content	Action
1	Minutes of Previous Meeting: 18 th August 2015 Proposed: Andy Spence Seconded: Tony Cave	Board approved abridged minutes format and authorised publication on website. Action DC
2	Matters Arising – progress update Reflection letter sent out to all Board Members Sickness Policy	Action - Progress Report to show update on all actions to be presented to all future board meetings – Action DC/ YM Action – Sickness Policy to be changed with the removal of ‘at employers discretion’, when pension policy is finalised.
2.a	Activity Report DC gave a verbal activity report on work done in last month	The Board noted the report but asked that a concise but written report is presented to all future meetings – Action DC/YM
3	Finance Report for August 2015 The information supplied was discussed by board	No Actions
4	Board Membership and Chair A discussion to place on potential new board members and position of Chair.	Action – The Board agreed a number of actions and was asked DM to consult with all Board Members prior to October Board meeting.
5	Redundancy Policy Sickness Policy	Action – Agreed to use ACAS framework to develop new employment contracts and It was agreed that the Sickness and Redundancy Policies need to reflect ACAS policy.
6	Events Update A verbal update was received from DC	Action – Board to email comments on economic survey of Skerryvore Decade Event to DC

	Decade Events have submitted the economic survey from the Skerryvore event and DC asked for feedback from Board members.	Action – Events Update to be presented as an enclosure as part of activity report. Action DC
7	Publication of Agendas and Minutes on company website	Action – approved by Board
8	Frontage Grant Applications Verbal presentation by DC on two applications. A discussion took place by the Board concerning criteria of grant being met by applicants.	Action –The Board were unable to approve the applications because the applicants did not meet the criteria of Grant. DC to inform applicants
9	AOB YM - Borders Train arriving in Oban on Saturday 19th with 400 passengers – Levy payers notified and media announcements in similar vein to Cruise Ship Notifications sent out. DM – Sean Jameson that he was retiring from Board due to family commitments – The Board expressed its gratitude for his contribution. Similar thanks were extended to Linda Houston who was also attending her last Board meeting recognising the improvements made since her appointment. LH advised that she has two further BID based commitments – Study visit to Inverness with 2 Board members and DC and attending the British BIDs event in London.	Train announcement to be sent out in cruise ship format on Wednesday 16 th . Action YM Action – The Board agreed that any incremental expenses due to work for BID4Oban would be reimbursed. for London attendance.
10	Strategy and Action Plan and HR Yvonne asked to leave for this presentation by LH and DC 7.40pm	Action After extended discussion, the Board approved the Strategy and Action Plan as presented by LH . The next stage was agreed that an operating plan with targets would be presented to the next Board meeting to implement the strategy in 2015/16 Action DC
Meeting ended 8 pm		
Date of next scheduled meeting Tuesday 20th October 2015, 6.15pm Venue - Oban Community Fire Station		