

BID4Oban Board Meeting
Minutes of meeting held at Oban Community Fire Station on
16th February 2016 at 6.15pm

Present	Andrew Spence (ASp - chair), Jim Smith (JS), David McGregor (DM), Councillor Roderick McCuish (RM), Nicky Archibald (NA), Graeme Bass (GB)
In Attendance	Derek Connery (DC), Yvonne MacLean (YM)
Apologies	Francis Dickson (FD) Tony Cave (TC),

Item	Content	Action
	<p>Declarations of Interest</p> <p>No declarations of interest were declared.</p>	
10216	<p>Minutes of previous Meeting for approval: 19th January 2016</p> <p>Proposed: David McGregor</p> <p>Seconded: Jim Smith</p>	
20216	<p>Matters Arising</p> <p>Sickness Policy change of contract date of YM letter changed to reflect her start date at company</p> <p>Lights – still ongoing suitability of lights an issue</p> <p>Communications Strategy – further detail needed by 26th March</p> <p>North Pier – RM attending meeting on 10th March where updated plans will be discussed</p>	<p>Agreed</p> <p>Action D Written proposal of where, how and who to fit lights to be given to BM in next 2 weeks</p> <p>Action DC – updated Communications Strategy by 26th March</p> <p>Action RM – to keep Board informed</p>
30216	<p>Finance Report – noted</p> <p>Incorrect figure given in the Event Budget is should read £8,417.</p> <p>Concern that the Fireworks Grant money has not been received.</p> <p>Concern that BID4Oban was on Sheriff List for non-payment of levy.</p>	<p>Action RM – to contact Heart of Community</p> <p>Action DC – check status of invoicing</p>

40216	<p>Chief Executive Activity Report including Events Update – for information Grant Application has been approved by Oban Common Good Fund for Port of Oban Cruise Group Hanging Baskets – additional baskets will be available this season to be placed outwith main street ABC Lighting / MacNivens – suitability of lighting for sea front area in question</p>	<p>Action DC – area to be sourced</p> <p>Action DC – 3 options of placement to be given to Board</p>
50216	<p>HIDF Event Grant Application – placement of BID4Oban logos and advertising material to be a clear requirement of grant</p>	<p>Action DC – BM approve of in principle. BM to send comments to DC regarding amount granted</p>
60216	<p>Helping Hands Event Grant Application – figures don't add up. £900 or £1,100?</p>	<p>Action DC – Approved subject to clarification of quoted figures</p>
70216	<p>MacQueens Charitable Trust Event Grant Application – need more information but approve in principle</p>	<p>Action DC – Approved subject to clarification of event and BID4Oban involvement</p>
80216	<p>Strategy Update – paperwork handed out during meeting. Discussion took place. Need for Strategy document to show stakeholder/partnership working, re-election timeframe, highlight next 3 months day to day workings, business breakfast topics to be widely promoted, publicity to be ramped up</p>	<p>Action DC – more detail regarding communication and stakeholder engagement to be added to Strategy Document.</p>
90216	<p>AGM – to go ahead on 15th March. Powerpoint presentation presented at Board Meeting the first 'bare bones' edit. AGM to follow format of previous meetings but to be a shorter powerpoint. Last year's AGM was a good format if too rich in information.</p>	<p>Action all Board Members – To contact DC with comments on powerpoint presented at this board meeting as soon as possible.</p> <p>Action DC - Powerpoint to be finalised by 4th March</p>

		then re sent to BM for final input.
10216	<p>AOB Potential candidate for board membership – a councillor. Board rejected application as there are already 2 representatives from the council on the board. Budget Revision – due to redundancy the budget is due for revision.</p>	<p>Action – declined</p> <p>Action DC and DM – to meet and discuss by next Friday 26th Feb</p>
	<p>Board Meeting ended 8.03pm</p> <p>Directors Discussions then followed</p> <p>Date of next meetings</p> <p>Tuesday 15th March 2016 AGM at Argyllshire Gathering 6pm Post meeting note – board members to arrive by 5.30pm</p> <p>Tuesday 17th May 2016 6.15pm VENUE – OBAN COMMUNITY FIRE STATION</p>	