

BID4Oban Board Meeting
Minutes of meeting held at Oban Community Fire Station on
22nd August 2017 at 6.15pm

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| Present | Graeme Bass - Chair (GB), Gregor MacKinnon(GM), Nicky Archibald (NA), Roddy MacCuish (RM) Fergus Murray (FM) arrived 6.30pm | |
| In Attendance | Andrew Spence (AS), Yvonne MacLean (YM) | |
| Apologies | Tony Cave (TC), Alex Needham(AN), Ian Clunie (IC), Chris Jay (CJ) | |
| Item | Content | Action |
| | <p>Declarations of Interest</p> <p>1. Item 80817 - due to GB (Chair) being named in the Colleague Grievance he will not be taking part in the Directors Discussions.</p> <p>2. Item 80817 - due to GB (Chair) position in Clark Thomson another staff member will be dealing with any insurance matters pertaining to the Colleague Grievance</p> | |
| | Chair and Board welcome the appointment of Andrew Spence to the position of CEO. | |
| 10817 | <p>Minutes of 20th June Meeting for approval:</p> <p>Proposed: Gregor MacKinnon</p> <p>Seconded: Nicky Archibald</p> | |
| 20817 | <p>Matters Arising</p> <p>Green Machine – Despite numerous requests regarding the Green Machine, which was destroyed in the Council Depot Fire and reported in the November 2016 Minutes, no replacement machine or financial settlement has been made by Argyll & Bute Council. The Board approved a strongly worded letter to be sent to Pippa Milne, the Executive Director of Development and Infrastructure, if no adequate response to follow up with letter to Chief Executive, Cleland Sneddon</p> <p>Business Plan – GB gave a vote of thanks to AS and YM for creating the Business Plan and Database up to Ballot Standard in a very short period of time. YM continued to edit the Business Plan, following input from BIDs Scotland and ABC, until the arranged delivery of the Business Plan to Edinburgh. The Business Plan and Ballot Papers will be sent out to all Eligible Businesses on 24th August 2017.</p> | <p>ACTION: AS to compose and send letter on behalf of the Board of Directors to Pippa Milne with follow up to Cleland Sneddon if necessary</p> |

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| 30817 | <p>Finance Report Papers noted – need for more funds to be spent. AS meeting with OLTA this week and will discuss financial arrangements with the emphasis on BID promotion. No formal agreement with OLTA as yet.</p> | |
| 40817 | <p>CEO Role and Expectations Paper handed out to Board Members. 6 week action plan on run up to Ballot will be distributed to Board Members Anecdotal reports from ObanLive and short video feeds from Levy payers of BID achievements to be sourced More engagement with Cruise Ships, HIE and ABC GB acknowledged expectations and stated that the BID was staffed and managed by skilled, motivated individuals and supported by the Board of Directors.</p> | |
| 50817 | <p>Motorfest Update Meeting arranged with Kevin Devine tomorrow. Motorfest scheduled to take place on Sunday 17th September</p> | |
| 60817 | <p>BID Ballot Process, Business Plan & Critical Path Business Plan distributed to Board Members, aware that the document that can be changed during the 5 year term if so required. ABC will be using emergency plans to vote in favour of the 2nd term of BID which is due to be endorsed at the next council meeting. RM and FM can support the BID Ballot process but not as actively as other Board Members.</p> | |
| 70817 | <p>AOB Bank Signatory - Board approve the addition of AS to be a bank signatory. ABC Parking Consultation in Oban – BID4Oban has been approached by several Levy payers and Kilninver & Kilmelford Community Council regarding the new parking arrangements. Social media and Mailchimp information has been distributed to Levy payers. Parking is included in both the first and new Business Plans. Board advice is to continue distributing information, once consultation is complete to then distribute information. Barclay Review of Non-domestic rates - has been published, shared with Levy payers. Some recommendations, if implemented, will have an effect on the levy collections</p> | <p>ACTION: AS to be added as a bank signatory ACTION: YM to continue to distribute information to levy</p> |

