

BID4Oban Board Meeting
Notes of meeting as not quorate
held at Oban Community Fire Station on
21st November 2017 at 6.15pm

Present	Graeme Bass - Chair (GB), Roddy MacCuish (RM), Tony Cave (TC) Gregor MacKinnon(GM), Chris Jay (CJ), Alex Needham(AN), Fergus Murray (FM), Ian Clunie (IC)	
In Attendance	Andrew Spence (AS), Yvonne MacLean (YM)	
Apologies	Nicky Archibald (NA)	
Item	Content	Action
11117	Introduction of potential board members No potential new board members present	
21117	Minutes of 17th October 2017 Meeting for approval: Proposed: Tony Cave Seconded: Gregor MacKinnon	
31117	Matters Arising Spending Plan Update: On track, kitchen/bathroom still needing upgraded, Back room can be used for 'hot desking' for levy payers or meetings. Fireworks Update: Event was well attended, many positive comments on social media. Reindeer Parade: Event went well, increase in numbers attending. Vendors traded well on the night. Possible concern re 'crush at pen' will look at using a free flow path next year. Gap between Santa/Reindeer arriving, and light switch on to be shortened for next year. Light Up Oban: very brief email in response to letter requesting return of deposit. Legal advice proposed. Green Machine: hire machine in Oban recently, when new machine arrives BID4Oban branding to be placed on machine. Possible media launch with 'Green Machine' Rugby team. Meeting to be arranged with street cleaning team.	Action: AS to contact BID insurance for advice Action: RM to arrange meeting.
41117	Finance Report Overspend of £32K showing, short of the £51K hoped for, but this is enough to claim back the £2.5K from last year. Potential expenses are still to	

	be added. Bailiffs have collected more from overdue accounts in October this year.	
51117	<p>Year End Accounts proposal and AGM Format Formal accounts will be ready for December meeting, so AGM can be moved forward to February. Still need to spend approx. £64K. AS is meeting David McGregor next week to finalise financial matters. AGM Format to be different from previous years. Less retrospective more interactive. After the mandatory formal part, a quick recap then the operational plan will be presented.</p>	<p>Action: Board approve AGM moving to February. Action: YM to contact Argyllshire Gathering to book venue.</p>
61117	<p>Hogmanay proposal Contact has been made with contractors re Hogmanay, however they were not keen to use McCaigs Tower again.</p>	
71117	<p>Business Plan and Operating Plan Draft Operational Plan (January to June 2018) handed out to all Directors present. Can Directors feedback to Andrew their comments as soon as possible. Environmental Objectives: Floral Display Baskets will need to go out to tender next year as the amount is increasing. Business Frontage Grants: Previous Year 1 applicants can apply for a new grant. Forms to be sent to all levy payers instead of waiting for a request. Need engagement with ABC and property owners to embellish/encourage current works including gutter repair. Shout About Oban Objective: Support Lorn Games 2018. Town Markets – more engagement with Levy payers, need to enhance with more stalls. Start end May in time for ObanLive Merchandise Launch. Working Together Objective: OLTA – Partnership agreement needs to be clear on financial aspects and expectations. Wifi – BID4Oban has been awarded two digital town expert consultants via the Digital Towns Pilot Programme, this will work in conjunction with Craine Communications.</p>	<p>Action: AS to continue to amend as required</p> <p>Action: AS to meet with FM regarding Environmental elements</p> <p>Action: AS to arrange meeting</p>
81117	<p>Web Site Oban Web Design is currently creating a new website. A working version is available to view. A new business directory with links to all levy paying businesses will be included.</p>	<p>Action: YM to send link of new working website to all Board Members</p>

91117	<p>2018 Board Dates Discussion on having fewer but more well attended meetings. If there is a robust process in place no need for every financial decision to be brought to the board meetings, as CEO in place. Funding grants need to go to board but not Business Frontage Grants.</p>	<p>Action: AGM in February 2018 approved by board. Action: AS to check Articles of Association re meeting schedule.</p>
101117	<p>December Board Date Meeting will take place in the BID4Oban office and at the earlier time of 5.30 pm. A festive get-together to take place after the meeting. Ian Clunie has put his apologies in for December meeting.</p>	<p>Action: AS and YM to organise after event.</p>
111117	<p>AOB CJ – need for business networking days AN- Possible food shack / shed for providing space for levy payers to offer promotional or free samples or busking opportunities.</p>	<p>Action: AS Proposals to be brought to January meeting Action: AS and AN meet to discuss</p>
	<p>GB, AS and YM left. Directors Discussions – item for discussion, GB will not take part</p>	
	<p>Meeting closed 7.22 pm Next Meeting 19th December 2017 Venue: BID4Oban office Time: 5.30 pm</p>	