

Mull and Iona Community Trust

Minutes for the 138th Directors Meeting at the Craignure Village Hall on the 20th April 2009

Meeting Started 8.15pm

1. Present: Derek Crook (DC), Sandy Brunton (SB), Donald MacLean (DM), Crawford Morison (CM), Chris Baker (CB), Mike Story (MS), Michelle Cowe (MC)

In Attendance: James Hilder (JH), Vanessa Moore (VM), Babs Whyte (BW), Sue Royle (SR)

Apologies: Christine Gash (CG), Maureen Dehany (MD), Susie Calderan (SC)

Resignation: John Mitchell (JM) as both Director & Company Secretary

Sandy welcomed Sue Royle who introduced herself to the Board. Sue is the Community Councillor for Craignure.

Any Other Business Noted

- Possibility of MESS moving to Unit 2 at Torosay Quarry Craignure once Business Centre construction starts.
- Membership of Scottish Islands Federation.

2. Minutes of 7th March – Correction of item 4.1, Cowal Design. Proposed by CB and Seconded by MC.

3. Financial update

3.1 Management Accounts Progress Report

Vanessa gave an update on the current Bank Balances, Creditors and Debtors.

It was noted that money from the Business Projects Bank Account is still to be transferred across to the Main Unity Account.

Final Consultancy Claims have been lodged from JH and Mike Geraghty for year End.

3.2 Ratification of Expenditure

None.

3.3 Year End Progress

With assistance from Susie Chalupa Vanessa has made progress with Year End to date. Vanessa has created a spreadsheet to reflect a fair distribution of the main Core Costs between all projects based on EFT for each project (Equivalent Full Time staff). The spreadsheet has been distributed and Vanessa is awaiting final confirmation from Project Officers before completing the split of costs. Vanessa is working alongside James to complete the final claim to ABSEN for the past years costs.

4. Matters Outstanding

4.1 Babs Whyte was officially Co-opted as there was now a Board vacancy. Proposed by CB and Seconded by MC. Sandy Brunton expressed thanks to John Mitchell for his support over the years. Sandy has sent letter to John.

4.2 Review Updated Strategy Day Framework

- Matter deferred to be discussed at the next Board Meeting on the 11th May. **Action JH**

4.3 Review External Activities of Staff or Board

- It was noted that in addition to the bimonthly Job Plans, a one page document could be drawn from this detailing a summary of Staff & Directors external activities and commitments. **Action Point All**
- This would make any questions from the General Public about Trust Staff & Directors answered more freely and openly.
- It was suggested we need to look at more effective ways to deliver our services and close attention made to spending too much time on projects which don't generate any money. **Action JH** to make decisions on time to be spent on individual projects.

4.4 Establishing "Communities Work" – Review of Memorandum and Articles

- Suggestion was made to form a sub group to carry out the review. It was agreed that the sooner the review is carried out the quicker we can get "Communities Work" up and running. **Action CB,DC & SB**

4.5 Directors Comments on Job Plan & Welcome to new Staff

- Congratulations and Welcome to new Staff members Tim Capper – Powerdown Office and Sue Dewar – Seasonal Ranger.
- Congratulations also to Sian and June for their successful funding bids from the Henry Smith and Mac Robert's Trusts.
- It was mentioned that the use of acronyms be kept to a minimum or a Glossary introduced on the Job Plans for ease of reading. **Action JH**
- Directors agreed that it would be beneficial to have project Staff members attend Board meetings to talk about their work.
- It was therefore agreed that there would be a regular rotation of Staff members present at every second meeting.

Any Other Business

- It was noted that there was now a need to appoint a new Company Secretary due to the resignation of John Mitchell.
- Chris Baker was nominated as Company Secretary. Proposed by MS and Seconded by CM.
- It was noted that Mike Story as Company Treasurer would become a new Signatory on the Main Unity Trust Bank Account.

5. Mull Butchers Shop

- Donald MacLean declared his interest in the business as a Director.

- JH gave an update on the queries raised by the Mull Butchers Board regarding previous Grants, previous details and Sandy's reply having been circulated via email. JH has had to invest time in preparing paperwork to refute the allegations made by the MD of Mull Butchers. It was agreed there was an urgent need for a face to face meeting to be set up with both Boards to discuss matters that have arisen, as there are clear misunderstandings caused by Mull Butchers not raising their queries with MICT face to face or even by phone or email. The Board emphasised how disappointed they were by the actions of certain Directors of MBL. **Action SB to arrange meeting.**
- Sandy Brunton, Mike Story & Chris Baker offered to attend the meeting alongside James Hilder.
- Board registered its confidence in the staff of the Community Trust and their dealings with the Mull Butchers.

6. Working Group Updates

The Board was advised by Mike Story of the ease of using MSN for teleconferencing, which was agreed could be used for communications between all sub groups. **Action MS**

6.1 Fundraising

- For clarification the Sub group comprises of Michelle Cowe, Christine Gash & Babs Whyte.
- Group are yet to meet. **Action MC**

6.2 Membership

- For clarification the Sub Group comprises of Vanessa Moore, Derek Crook & Crawford Morison.
- The Board were advised on the progress on the Membership database and new Direct Debit Payment option.
- Vanessa updated the Board with current membership statistics currently 232 members with a Total of £290.00 recouped in Membership on 1st April through Direct Debits.
- It was noted that DC has emailed suggestions to the Sub Group for discussion early next month.
- It was agreed that a Summer Newsletter is due and articles are required. There was discussion of making the newsletter available for distribution to local shops with the addition of a membership form insert on the back page. Date set for Bank Holiday May 25th. **Action VM**
- Suggestions from Board to have a MICT Membership 'Pack' circulated by new Powerdown Officer through home visits & Road shows or MESS van drivers. There was also discussion about introducing a corporate membership for companies.

6.3 PR / PI

- For clarification the Sub Group now comprises of Susie Calderan and Mike Story with the resignation of John Mitchell Minuted.
- The Board were asked for comments and feedback on Action point 5.2 from Minutes of 7th March (**ALL Directors** to look at websites of charities and social enterprises they like and forward examples and suggestions to the office)
- With only 2 responses it was agreed that another attempt would be made and Mike agreed to have a closer look.

6.4 Personnel

- For clarification the Sub Group comprises of James Hilder, Sandy Brunton, Maureen Dehany & Sian Scott.
- Specific mention was made to April Staff Wage Reviews and particular attention was made to the fact that the trust has never had a policy in place for increments or a salary structure due to the nature of our funding.
- It was noted that some projects have budgeted increases built in.
- Decision on pay increases (or not), would be deferred to May Board upon review of the Trusts' Financial Figures. **Action JH**
- A second meeting for the subgroup would be arranged.

Any Other Business

- The Board were advised that Sandy Brunton was now a Director of the Scottish Islands Federation, who declared an interest. The Board agreed that the Community Trust would like to become a member. Proposed by DM and seconded by CB. **Action VM**
- James gave the Board an update on the feedback from Mairi's recent meeting with Andy Knight from Torosay. It was agreed that Unit 2 was a larger space than required but noted that there was a possibility of being able to sub let the space with storage containers to supplement the income. Negotiations are ongoing.
- Mike Story announced that the Community Trust have been made honorary members of the Scottish Rural Property & Business Association (SRPBA). Details to be forwarded to James **Action MS**

7. Community Council Update

No update given from the Community Council. At the completion of the Board meeting Sue Royle expressed her interest in being appointed as a Board Director.

8. Correspondence

9. Members Forum

There were no members present. Posters to be printed by Vanessa for future meetings and distributed to Directors by email for printing. **Action VM**

The meeting closed at 10.40pm. Chairman thanked everyone for attending.

The next meeting will be on the 11th May at the Craignure Village Hall