

# Mull and Iona Community Trust

## Minutes for the 137<sup>th</sup> Directors Meeting at the Iona Heritage Centre on the 7<sup>th</sup> March 2009

*Meeting Started 12.30pm*

**1. Present:** Christine Gash (CG), Derek Crook (DC), Sandy Brunton (SB), John Mitchell (JM), Maureen Dehaney (MD)

**In Attendance:** James Hilder (JH), Vanessa Moore (VM)

**Apologies:** Michelle Cowe (MC), Babs Whyte (BW), Donald MacLean (DM), Crawford Morison (CM), Chris Baker (CB), Mike Story (MS), Susie Calderan (SC)

**Resignation:** Graham Brown has stepped down as a Director, the Board Thanks him for his attendance & support.

### Any Other Business Noted

- Michelle Cowe drew the attention of the Board to her lack of attendance as a Director of late & requests input from the Board as to her future in this role. The Board advised they valued Michelle's input and would review the situation in 2 months time.
- The Setting up of the Subsidiary Company 'Communities Work'
- Update of the Trust's employees most recent attendance at external events.
- Dates of future Board meetings.

**2. Minutes of 14<sup>th</sup> February** – No corrections. Proposed by Derek Crook and Seconded by Christine Gash

### 3. Financial update

#### 3.1 Management Accounts Progress Report

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

Final Claims are due in for Jan Dunlop & Adam Dawson. Significantly, the first of the Claims to the Big Lottery for the CBRC project has been sent in, covering the next 3 months work and 6 months in arrears.

#### 3.2 Ratification of Expenditure

A gesture of support has been made to Mull Butchers Ltd, who fell behind with payments in 2007. After reviewing their outstanding account, the final bill has been sent with a Credit note for the equivalent of 6 months past Secretarial work.

### 4. Craignure Business Resource Centre (CBRC)

#### 4.1 Update given by Derek Crook

- Cowal Design has now been appointed with a start date of 2 weeks time.
- It was noted that there were 6 firms interested in the tender for the design work.
- The sub committee and staff have looked at the Design Parameters for the building and only slight modifications have been made.
- The first Big Lottery Claim has been submitted.

### 5. Matters Outstanding

#### 5.1 Co-opt Babs Whyte (pending Mull Community Council decision)

- Proposed by Derek crook and Seconded by Christine Gash.
- Pending the Community Council Meeting on March 11<sup>th</sup> a final decision will be made.

#### 5.2 From Minutes of January 13<sup>th</sup> & 14<sup>th</sup> February

- Matters outstanding from Minutes of 13<sup>th</sup> January were all related to actions from the Sub Committee's
- 1 Matter outstanding from Minutes of 14<sup>th</sup> January relating to the Website which was deferred to the March meeting.
- Those present that the website, as the most public face of the Trust, should be a matter of priority for the PR/PR SubCommittee. By way of assistance, it was agreed that Directors should look at other Trusts', Social Enterprises and Charity websites to get some ideas and identify sites with good practice we might wish to emulate. Particular mention was made of the DTA's website & their members. Directors are to email Vanessa with their findings and reasons why! Task given a 2 week time limit. **AP ALL DIRECTORS**

#### 5.3 Review Updated Strategy Framework

- It was noted that the above has not yet been retyped for circulation, to be included on next agenda. **AP JH**

#### 5.4 Feedback / Comments / Suggestions from Strategy Day at Torosay

- The day was a success, well structured and noted that James did very well.
- Positive decisions were made and the small groups worked well.

#### 5.5 Mull Renewables Fair – feedback and progress

- It was agreed that the Fair was a huge success and a credit to the Community Trust.
- The PR was successful and everything ran very smoothly.
- It was noted a special Thank you to all the Caterers Gillian, Andrea, Ali, Joy & Minty and all those from the committee who helped on the day.
- A proposal was made that the next Renewables meeting was run as a Public meeting; open it out to the general public to get some feedback and direction on what to do next?? Date yet to be confirmed.

## **6. Working Group Updates**

### **6.1 Fundraising**

- It was noted that the Trust does not have a proper have a Fundraising Strategy Plan.
- It was noted that the Fundraising Working Group works on 2 levels (strategic finance and local fundraising) which could prove beneficial for ideas. Christine to take the group forward.
- Is the Environmental Strategy on the website?? **AP: VM**
- It was noted that the Trust has now been accepted into Stage Two of a Scottish Social Investment Fund application. This is primarily for three years funding for a business manager for MICT and capital to build the Ardmore Industrial estate outside of Tobermory.

### **6.2 Membership**

- Group have yet to meet but work has been done. It was agreed by those members of the group present that ideas would be emailed and a teleconference would then be set up. **AP: DC,VM & CM**
- It was noted that on Tuesday 3<sup>rd</sup> March a Membership mail out (Newsletter & Direct Debit Forms) was completed with 87 Members receiving the above by post and 142 by email. So far a good response. Congratulations to Vanessa for getting this up to date.
- We now have a Membership Email Database to cut back on postage & staff time costs. Thank you to Terri Nunn who helped.

### **6.3 PR / PI**

- It was agreed that the PR Subgroup are to make the Website their Number one responsibility right now. Mike Story's Sub group Status is to also be clarified. **AP: VM**

### **6.4 Personnel**

- A special rate has been renegotiated with EVH (Employers in Voluntary Housing) who provide up to date legislation on Personnel Policies and Issues.
- A copy of the EVH Guide Booklet and passwords was requested by Derek. **AP: JH**

## **7. Community Council Update**

No further updates on the restructuring of the Community Councils. Maureen volunteered to attend the meeting on the 11<sup>th</sup> March, James to supply written brief. MCC will be asked to nominate a new Councillor to the Board and if not Babs will be co-opted. **AP JH**

## **8. Correspondence**

### **8.1 Chamber of Commerce Meeting 24<sup>th</sup> March**

- It was noted that the Community Trust has been invited to attend a seminar which has been called to investigate taking forward a 'Local Food Van' idea to distribute Island produce under one banner. JH will attend.

## **9. Members Forum**

There were no members present. It was agreed that posters would be printed for future meetings and distributed to Directors by email for printing. **AP VM**

## **10. AOB**

### **10.1 Setting up of Subsidiary Company – "Communities Work"**

- A draft Memorandum and Articles (Constitution) with James's edits in blue, were distributed amongst those present.
- It was agreed that this should be made an agenda item for discussion at the next Board meeting. Copies will be emailed to those who were absent. **AP VM**

### **10.2 Update on Team Involvement with External Organisations**

- Chairman mentioned that the majority of the Directors are not aware of the staff's movements and its benefits to the Trust, and to Mull & Iona
- A brief overview was given by James on the staffs most recent travels.
- It was noted that a general piece of the 'Teams Travels and External Responsibilities' should be put into the Newsletter to keep both members and Directors informed.
- A list of relevant external positions held by staff and Directors should be maintained on the web. **AP: JH** and all full time staff.

### **10.3 Dates of Future Board meetings**

- The following dates were confirmed 20<sup>th</sup> April and 11<sup>th</sup> May 2009. It was agreed to move the Board meeting in June from 8<sup>th</sup> to the 15<sup>th</sup>. Later dates would be discussed at the next meeting.

*The meeting closed at 2.50pm . Chairman thanked everyone for attending.*

**The next meeting will be on the 20<sup>th</sup> April at the Craignure Village Hall**