

## Mull and Iona Community Trust (MICT)

### Notes from Minutes of the monthly meeting of the Board of Directors held at Craignure Village Hall on 8<sup>th</sup> Sept 2008.

The full minutes of the meeting are held in the Trust's Minute Book and are available for inspection by Members at any reasonable time. Tel 01688 302851 email: [enquiries@mict.co.uk](mailto:enquiries@mict.co.uk)

All abbreviations or acronyms in this text are explained in the Glossary at the end if they are not deemed clear.

**1. PRESENT:** Sandy Brunton (in chair), Michelle Cowe, John Mitchell, Crawford Morison, Derek Crook, Donald MacLean – Directors.  
James Hilder, (Chief Executive Officer – CEO), Moira Graham (Administrator).

**APOLOGIES FOR ABSENCE:** Maureen Dehany, Susie Calderan, Chris Baker – Directors. CEO informed the Board that following her three weeks with the Trust, the current Administrator, Moira Graham, had decided that the job did not offer the prospects she had hoped for and had decided to return to Edinburgh and would be leaving in the next few weeks. She had done a great deal of work in that time and was thanked for her review of the SAGE system and salaries.

**2. Minutes of the Meeting on 11<sup>th</sup> August:** The following corrections were noted:- item 4. No newsletter was sent out: there were omissions from the staff list on the website. Subject to these corrections it was moved by Derek Crook and seconded by Sandy Brunton that the minutes be accepted as a true record. Agreed unanimously.

### **3 Financial Update: CEO's report on 3.1 and 3.2**

#### **3.1 Finance/cashflow/new accounts system/financial year end.**

Susie Chalupa (the departing Administrator) was completing the year End Financial report with the Auditor. A new streamlined accounts system had been set up and the accounts data from April 08 had been inputted.

A new quarterly report will be available at the end of Sept 08. This will provide figures from each Project and also give core profit/loss variance to set against a reviewed budget which is currently being drafted.. A full year budget should be provided in Jan/Feb and a budget review in Sept/Oct.

The Board agreed to the new format of quarterly finance reports with a brief financial update within the CEO's report to the monthly Board meeting.

In order to ease cash flow and build up a reserve the Administrator was tasked with drawing up templates for staff use to ensure full cost recovery for MICT funding applications.

#### **3.2 Staff Fundraising:**

- a) Funding applications for projects run by the Countryside Ranger and the Native Woodlands Officer have been submitted. Using the new templates but without full cost recovery, these bids show a shortfall to be sourced through other funding. The Ranger's Project funding bid is for two seasonal staff by 2010.
- b) Funding for the Community Business Resource Centre (CRBC) project through the European Regional Development Fund has now had timing approved to the Lottery schedule. Unofficially MICT has learned that its EFRF application was successful; however, because MICT did not meet the Lottery deadline of August for completing the match funding, the Lottery is technically unable to make a 'conditional' offer. The Lottery's Executive Monitoring Group now has to decide how to deal with this. There is no indication of when MICT will receive the final decision..
- c) MICT CEO had informal meetings with Highlands and Islands Enterprise (HIE) at the World Forum in Edinburgh. Another appeal with reference to the application of European state aid regulations to HIE's contribution to the CRBC project is likely.
- d) A new Scottish Investment Fund has been created which may provide funding for storage and capacity building. The timeline for this is not known as yet though an enquiry will be made by the CEO next week.
- e) A decision by INCREASE III on the current MESS application is imminent.
- f) A draft letter and pledge form drawn up by the CRBC Project Officer was produced and discussed. The Board asked that the document be re-written in a more "resident-friendly" manner and be shortened to one page. It was suggested that (a) the accessibility for all Mull residents should be emphasised in para 3 (b) bullet points should be checked to ensure accuracy (c) an indication of what facilities the Centre will hold was needed (d) the deadline for the project to start was needed (e) the amounts suggested should start at the largest amount and should include a £50 amount and (f) that these amended documents be used in a members' appeal. The Project Officer was asked to re-draft and email the Board.

#### **3.3 Director Fundraising**

Derek Crook had emailed the result of his searches to the CEO. CEO to provide an up-dated funding tracker.

**3.4 Ratification of expenditure request (Approval for unbudgeted items over £300):** the purchasing of printed cheques was approved. These will be used for payments by Community Works as this will involve more cheques than the downsized charity once Community Works is operational.

#### **4. Membership/Friends/PR**

##### **4.1 A newsletter will be sent out by Oct. – action by CEO**

The website is to be updated by Oct - action by CEO

##### **4.2 Preparation for the AGM.** The AGM will be held on Thursday 6<sup>th</sup> November at 7.30 in Craignure Village Hall. CEO will circulate suggestions for a speaker.

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##### **5.1 Matters arising from 11/08/08 meeting. Outstanding Action Points**

Item 3. Funding Opportunities. CEO to move on draft funding bid for the Tobermory storage business.

Item 4. Membership/PR. CEO to pass on website feedback to web designer

Item 4 John Mitchell and the Administrator to look into membership/donor drive. The Administrator to pass on info to sandy Brunton re appeals and database.

Item 4. marketing donors. Sandy Brunton to write to Donald MacLean of the Clan MacLean. CEO to prepare letter.

Item 5. Information on High Interest Accounts to be pursued.

Item 5. Mull and Iona 2030 Report. CEO to take to Mull Community Council meeting.

Item 5 CEO to write to Linda Cameron, Chair of Mull Community Council supporting the preparation of a Memorandum of Understanding between MICT and the Council and to offer assistance with funding.

AOB. CEO to copy letter to Progressive Care Committee and Mull Community Council.

##### **5.2 New Directors.** None as yet.

##### **5.3 Crannich storage containers.** No further progress.

#### **6. Other Items**

**6.1 New Finance and Board Procedures.** The Board agreed to a new format of quarterly finance reporting against budgets and agreed to continue to meet monthly.

##### **6.2 Pay Review.** CEO and Administrator gave a brief verbal presentation on the Pay Review

Paper. As part of Moira's review she had looked at the current job market and found MICT to be out of step. The Board agreed to try to use Scottish Joint Council scales to place staff in accordance with duties and organisational structure. A Staffing Working Group was set up – James Hilder (Moira Graham will assist remotely), Sandy Brunton and Maureen Dehany and a staff representative chosen by the staff. MICT will seek to bring staff salaries and pay scales in line with the current job market.

#### **7 Correspondence.**

7.1 **World Enterprise Forum.** CEO had attended and will provide 30 minutes verbal feedback at the next meeting.

7.2 **PostCom Meeting.** Sandy Brunton gave a brief feedback of this event. Senior officers from Calmac, Royal Mail and PostCom, Councillors, business interest and community representatives all attended. The Chamber of Commerce attended on a fact-finding mission and reported on the poor mail service to Mull. Royal mail and PostCom had gone away to consider their response.

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**8.1 Butcher's shop.** All debts have been cleared now thanks to MICT identifying loan funding which was then negotiated by Jim Wilkie. Jim and Margo Wilkie have put in a tremendous amount of effort into the shop. Dalbith von Kleistenfel is now working part-time in the shop.

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##### **9.1 Calgary Bay Working Group and Mull Renewables**

No report at this meeting from Friends of Calgary Bay.

Derek Crook will arrange for the circulation to board members of the minutes of Mull Renewables.

#### **10. Any Other Business.**

##### **10.1 Standard Security in Favour of the Big lottery Fund.**

The Board reviewed and approved the form and content of the Standard Security. The board confirmed that the granting of such Standard Security is within the Objects of the Company and within the powers conferred to implement such Objects contained in the Company's Memorandum of Association and instructed the Company Secretary to sign the necessary and relevant forms.

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##### **11.1** There were no members present.

The meeting closed at 11 pm. It was agreed that the next meeting which was scheduled to be at Iona be cancelled as there was a danger it might be inquorate. Instead the Board may meet in Craignure on 13<sup>th</sup> or 16<sup>th</sup> Oct. 2008. CEO asked to phone round all Directors.