

Mull and Iona Community Trust
Minutes for the 244th Board Meeting
An Roth Community Enterprise Centre, Craignure
Monday 9th April 2018

Meeting Started at 19:45

Present: Sandy Brunton (SB), Ian Jones (IJ), Alexa Kershaw (AK), Gemma Paterson (GP), Derek Crook (DC)

Via Telephone: Rob MacManaway (RMacM), Alex Stevens (AS)

Apologies: Caroline Wood (CW) & Chris Baker (CB)

In Attendance: Moray Finch (MF), Dot Stewart (DS) & Vanessa MacLean (VML)

1. Welcome, Apologies and AOB

- Sandy Brunton welcomed everyone to the meeting; apologies were received from those listed above.
- Any Other Business
 - Relationships with other Social Enterprises on the Island
 - Pension Scheme Update
 - Climate Challenge Pledge
 - Highlands and Islands Finance Awards
 - Finance Training
- The Board formally acknowledged Steve Ohlsen's resignation & thanked him for his valued contribution.
- Moray spoke about Director Recruitment and asked the Board for assistance with speaking with potential Directors. It was thought approaching people in person was the best way forward.

2. Approve Previous Minutes of Monday 12th March

- No corrections to minutes. Proposed by IJ and seconded by SB.
- The Board discussed the format of minute taking and agreed to incorporate suggestions in the April Minutes.

2.1 Review actions from previous minutes

- 1. Meeting between MF, SO, AS & GP about MICE:** Moray to coordinate with Gemma and Alex to arrange a date
- 2. SO, SB & GP to discuss funding:** Agreed not to prioritise this for the time being.
- 3. SR to update Register of Interests:** Done
- 4. DS to brief Board on detail of new CCF Project ahead of press embargo being lifted:** Done
- 5. DC to investigate at Enterprise Accelerator Programme:** Done – doesn't apply to MICT
- 6. DS to arrange a Strategy Meeting:** Dot to arrange a meeting to get input from new Directors to complete the Strategy Review. Gemma, Alex, Alexa & Ian also to be included.

2.2 Matters Arising from previous minutes

- **Community Interest Company (ARACIC)** – No further development to report. James Hilder is progressing the registration.
- **Portacabin** – The portacabin has now been delivered. Moray to check haulage charge with TSL.
- **Fionnphort Fuel** – South West Mull & Iona Development (SWIMID) will progress the supply of fuel in Fionnphort.
- **Cattle Pens** – Moray updated the board on his recent meeting with Chris James.

3. Declarations of Interest

- Nothing further to declare

4. Finance

4.1 Finance Report

- An overall company summary, MESS shop breakdown and accompanying notes were circulated prior to the Board Meeting.
- The overall picture looks positive for the financial year ending 31st March 2018.
- The Board had no further questions and Thanked Vanessa for the report.

4.2 Membership Numbers

- Total Membership stands at 313 at the time of the meeting.

Actions from Board Meeting

1. Meeting between MF, AS & GP about MICE
2. Dot to arrange Strategy Meeting to finish review.
3. Moray to check haulage charge with TSL for portacabin to make sure it has been paid.
4. MF to send Staff review details to Alexa and brief.
5. DS & VML to organise a schedule for MICT Policies & their Review.
6. SB to contact DTAS to discuss Membership Fees across other Development Trusts'
7. MF & DS to consult staff for 2018 AGM format.

5. Personnel

5.1 Staff Reviews

- Alexa agreed to take on the administration of the Staff reviews now that Steve has resigned.

5.2 HR Review including Policy Approvals

- Dot and Vanessa to work on a new schedule going forward. Review what policies are outstanding and those that need to be reviewed.

6. Special Items

6.1 Issues List

- November date to be added to item 21 – Submission of Annual Accounts to Quaker Housing Trust.
- Moray to clarify item 10 – Annual Landlord Registration.

6.2 General Manager's Report

- The following points were raised in addition to the report submitted:
 - As an outcome of a meeting with Comar, Moray has submitted a proposal for fundraising assistance.
 - Moray also discussed taking part in a pilot scheme for the new Crown Estate Act when it comes in.
 - Alex and Moray gave an update on the success of the Careers Fair.

6.3 Annual Membership Fees – carry forward onto the May Agenda

- Moray discussed the idea of a free membership for life which if agreed would need to be adopted at the November AGM. One advantage is the reduced workload to administer membership, issuing renewal reminders and handling subscriptions.
- Sandy suggested some market research to look at how other development trusts handle membership.
- It was agreed that any proposal for change needs to be prepared in advance of the AGM in November.
- The changes to Data Protection Act in May could affect the way our membership data is stored and how we can use it.

6.4 Rural Tourism Infrastructure Fund

- Moray discussed the Fund that will be managed by Visit Scotland.
- Carparks, Viewpoints, Toilets & Campervan waste disposal schemes are some of the items that will be covered by the Fund.
- Jan Dunlop to take forward the expression of interest due by the end of the month.
- The Board supported the submission of the expression of interest.

6.5 Finalise format and time of AGM

- It was agreed that the AGM should involve volunteers, staff and members showcasing achievements and developments on projects we are managing
- A day / afternoon format like last year.
- Staff to be consulted for their views on the format by MF/DS.

7 Steering Group Reports

Reports received ahead of the Meeting were acknowledged and only new questions noted. Verbal reports given on all other projects with points highlighted below.

7.1 Ardura

- The asset Transfer request has been submitted and validated with a timescale of July – October for a decision.
- Friday 13th April Stakeholder Event at An Roth.
- Wednesday 18 April site visit by Chair of the Assessment Panel for Community Asset Transfer Scheme.

7.2 Recycling Project

- The second stage has now started which will allow continuation of the project.
- Dot urged those who hadn't to take part in the online survey.

7.4 Tobermory Lighthouse Path

- Benches have now been ordered for along the path and work to start imminently on the steps at Jacobs Ladder.

7.5 Eagle Partnership

- Now operational at the Craignure Golf Club

7.7 Light Industrial Park

- Moray highlighted that with Steve Ohlsen resigning we are looking for a replacement Director to join the Steering Group.
- In the interim any decisions or concerns will go to the whole Board until a Director is appointed.

7.9 Ulva Ferry Housing

- The proposal to develop 2 small housing units on the site has been supported by the local community.

7.12 Fionnphort to Creich Hall Path

- Discussions progressing with the Council to take the lead in the next Funding Bid.

7.13 Mull & Iona Community Councils

- Rob circulated a report prior to the meeting with the Iona Community Council update. Dot to upload onto the Website.

9. Any Other Business

9.1 Relationships with other Social Enterprises on the Island

Once the Membership Fees have been finalised at the AGM we will need to review circulation of the newsletter

9.2 Pension Scheme Update

Moray and Vanessa attended a meeting with the Pension Administrator who put forward a proposal to change the Company's current Pension provider. The reasoning for the change is to improve administration and to provide better options for investment and employee input into investment decisions

The Board decided to remain with CAE and use their system to manage the new Pension Scheme.

9.3 Climate Challenge Pledge

We have been invited to commit to this pledge. The Board agreed to sign up and publicise when done.

9.4 Highlands and Islands Finance Awards

Tobermory Light Industrial Park has been nominated for the Finance Awards to be held in Inverness on the 27th April. The board were asked for volunteers to attend the awards ceremony. MF to investigate whether there is any support for T*S costs

9.5 Finance Training at An Roth

There is a Good Governance and Finance for Directors Training Course on at An Roth on Wednesday 30th May; Sandy encouraged Directors to attend.

Meeting closed at 22:00

**The next Board Meeting will be held on Iona at the Argyll Hotel. 11.45am Ferry with Lunch before the meeting.*

Signed

Name

Date
