

Mull and Iona Community Trust
Minutes for the 219th Board Meeting
An Roth Community Enterprise Centre on Monday 13th June 2016

Meeting Started at 19:30

- **Present:** Sandy Brunton (SB), Derek Crook (DC), Chris Baker (CB), Carolyne Charrington (CC), Alexa Kershaw (AK), Steve Willis (SW), Andrew Robertson (AR), Jodi MacLeod (JML) Maureen Dehany (MD), Caroline Wood (CW) and Rob MacManaway (RMcM) via teleconference
 - **In Attendance:** Moray Finch (MF), Laura Percy (LP) & Vanessa MacLean (VML)
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1. Welcome, Apologies and AOB

- Chair, SB welcomed everyone to the meeting and thanked them for attending.
- Apologies were received from: Babs Whyte (BW)
- Neal Goldsmith has resigned from the MICT Board due to other work commitments but has offered help where possible. The Board thanked Neal for his contribution.
- Any other business:
 - 9.1 – Sustainability Post
 - 9.2 – Resolution on the Quaker Housing interest free loan for the Ulva Ferry Housing Project
 - 9.3 – Andrew Robertson asked if the Board could have a discussion about the In-Out Referendum and how this may affect MICT. There may be a potential risk to future funding.
 - 9.4 – Carolyne Charrington asked if the Board could have a discussion about setting up a regular get together meeting with all of the organisations on the island – information sharing and networking.

2. Correction, Approval & Actions of minutes from Monday 9th May 2016 and UFHP Board teleconference on Friday 3rd June

- 2.1** Correction of minutes 8th May 2016 : No corrections.
- Approval of previous minutes: AR proposed, CB seconded.
- 2.2** Actions from minutes:
- Logo for Scottish Living Wage accreditation. LP confirmed that the logo was on the website but still needed to be added to staff signatures.
 - SB asked if there was a resolution with PAT testing and hotels. MF and VML stated there was no update.
- 2.3** Correction of minutes from UFHP Board teleconference 3rd June: No corrections
- Approval of minutes: AR proposed, CC seconded

3. Declarations of Interest

- Carolyne Charrington is now a Director of Marketing Mull and Iona, a community interest company.

4. Finance

4.1 Finance Report

- VML circulated Year-end Figures for MESS prior to the meeting. Comparison of year-end of 3 charity shops. The most noticeable difference was the decrease in profit generated through the Craignure shop, both the Bunessan and Tobermory shops showed an increase in profit generated for the year. Expenditure is up for the Craignure shop with more costs against staff time to handle the increase in donations, gift aid and to cover holiday time, along with increased costs in van maintenance. MD thought the lack of furniture donations with the introduction of the Buy and Sell Facebook site has contributed to the decrease in income through the shop. It was noted that there has been an increase in MESS Ebay sales for the financial year and the board thanked Grant Young for his efforts.
- VML commented that we are now managing 4 sets of accounts through the office. We are part way through MICT year end. An Roth Trading year end is complete. Swimming pool year end just started. GEM accounts a lot more work than anticipated.
- The Board thanked VML for her hard work with the accounts.

4.2 Membership numbers

- LP updated the Board on the current membership number which is 304 (unchanged from last month) with no renewals.

5. Personnel

5.1. Staff reviews

- AR reported that they are slightly behind schedule. Jenny McDowall's complete, Moray Finch's part complete, Jan Dunlop coming up, Anna & Mike Hogan coming up, Vanessa MacLean coming up.

**Actions from
Board Meeting**

1. Sandy Brunton to write a letter from the Board thanking Neal Goldsmith for his time as a Director.
- 2.2 Laura to circulate Scottish Living Wage signature template to staff for their emails.
- 5.1 Vanessa MacLean's appraisal needs to be arranged
- 6.2 Sandy Brunton to write letter of congratulations to SWMID re Tiroran.
- 6.2 Rob MacManaway and Vanessa MacLean to monitor the GEM payment of the developer fee
- 6.2 Laura to send out reminder to staff, members and directors about using Easy Fundraising to raise donations for MICT.
- 6.4 MESS steering group to look at the application form for MESS funds and make changes for future funding rounds. RMW to help.
- 6.4 Maureen to summarise recommendations of the MESS steering group and forward decisions to rest of Board by email.
- 6.5 Moray to prompt/retrieve proposal from Hazel and Brik re sustainability post.
- 6.6. Moray to reply to Wild Mull.
- 6.7. Education Scotland report to be circulated to staff.
- 6.8 Moray to reply to Iona Community council letter re SAS

5.2 HR Review

- VML & CC attended a DTAS HR webinar and were sent a list of requirements for a staff handbook. Sage also offer access to templates for policies which we will use.

5.3 Review of staff salaries

- CW suggested that the salary review be completed once the staff handbook and HR procedures are in place.

6. Special Items

6.1 Review Issues List

- No issues arising this month.
- Pending June 24th In-Out Referendum, implications on European funding to be added.

6.2 General Manager's Report

- MF attended official opening of Tiroran Forest and suggested that the Board should write a letter of congratulations to SWMID for their impressive and nationally significant work.
- SW thanked LP for her work on The Waterfall Fund website.
- Following MF's appraisal, it was felt that weekly/monthly staff & director teleconference diarised meetings would be very beneficial.
- MF updated the Board on the potential financial risk MICT faces arising from the delay in payment by GEM of the Developer Fee for Garmony Hydro. It was noted that the situation may be resolved within 2-3weeks
- The Board discussed the parking issue in An Roth
- The Board discussed Easy Fundraising ideas.

6.3 Funding Applications for Tobermory Light House Path and Fionnphort to Creich Hall Path

- The Board approved the 2 applications: CB approved, AR seconded.
- AK noted that there is a clause in the funding that the applicant would be responsible for the path maintenance for 5 years, if they were successful.

6.4 MESS Funding Applications

- Hazel sent through the list of applications but omitted some information on who got what last year.
- The Board have not seen the document so could not determine the applications.
- It was suggested that MD summarise the applications and agree the recommendations with the MESS Steering Group. This would be shared with the board for approval.
- DC asked if the application form could be looked at and reworded by the MESS steering group.

6.5 Strategy Review

- CW has been in touch with Jackie McQueen from DTAS about MICT's strategic review, involving everyone (MICT Staff, Directors, Volunteers, Members). This would involve a questionnaire which DTAS would analyse prior to a strategy review day with all Directors and Staff invited. It was noted that this is a continual process.
- Sustainability Post – Action was for proposal to be put together by Hazel and Brik Halcrow but this has not been sent to MF yet.

6.6 Wild Mull Discussion

- CC and MF met with Wild Mull. AR, JML & CC expressed their concerns. MCC and ICC have not been consulted.
- The Board discussed Wild Mull's proposal but ultimately felt unsure of MICT's role.
- AR circulated a feedback report of the Wild Mull Launch.

6.7 Education Scotland

- Report of visit document. MF asked if the Board had any comments on the document. SB commented that the document ultimately has very positive things to say about MICT.
- VML suggested circulating to the staff as they were involved in the discussions. MF to check with Education Scotland whether the document can be circulated now.

6.8 Letter to NHS Scotland

- MICT's mission statement is to improve the quality of life for residents of Mull and Iona.
- The following wording was agreed to support the letters from MCC and ICC: The Board confirmed that we recognise your in depth grasp of the subject and the implications on the quality of the service and the support which has been widely expressed by the communities, whilst we don't have the same level of knowledge of the subject we trust that the efforts you have made are fair and valid and worthy of our support.

6.9 Funding alerts and newsletter

- Not discussed tonight

6.10 Recruitment of Directors

- Not discussed tonight

7. Steering Group Reports

7.1 Mull Community Development Plan

- No changes

7.2 MESS

- Previously discussed

7.3 Ulva Ferry LDO

- Discussed below

7.4 Ulva Ferry Housing

- Discussions with the preferred bidder are ongoing.
- MF updated the Board on the cost reducing negotiations that have taken place.
- MF asked for a resolution from the Board to draw down on the Quaker Housing loan. RMcM proposed and DC seconded. All were in the favour.

- The Board thanked MF for his hard work on this.

7.5 Ulva Ferry Pontoon

- Currently under construction.

7.6 Ranger Service

- SNH meeting to be arranged shortly

7.7 Sea Eagle partnership

- No update.

7.8 Long distance path and viewpoint project

- No update.

7.9 SMI

- No update.

7.10 Mull Musical Minds

- No update.

7.11 Light Industrial Park Tobermory

- No update.

7.12 ACCESS Project

- No update.

7.13 Intergenerational Project, Together Young and Old

- VML asked when the project would be starting. MF said Sian Scott will be the project officer.

8. Discussion Items

8.1 None

9. Any Other Business

9.1 All AOB's raised at the start of the meeting discussed throughout.

9.2 Carlyne Charrington asked if the Board could have a discussion about setting up a regular get together meeting with all of the organisations on the island – information sharing and networking – not discussed tonight.

10. Members Forum - No members present

Meeting closed at 22:00

The next Board Meeting will be held at An Roth on Monday 11th July 2016

Signed

Name

Date