

**Unst Partnership Board Meeting  
Monday 7<sup>th</sup> December at 8pm, BJHS.**

**DRAFT MINUTE**

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**1. Welcome and apologies.**

**Present:**

Gordon Thomson  
Kelda Hudson  
Paul Thomson  
Karen Smith  
Maggi Reyner  
Liam O 'Neill  
Jane Macaulay  
Ruth Grainger

**Apologies:**

Anna Niven  
Rory Tallack  
Helen Bradley

**2. Minutes of last meeting/matters arising**

The minutes of the last meeting were approved by Maggi Reyner and seconded by Liam O'Neill.

A form has been sent to the bank informing them of our change of directors.

A request to change the dates of UP directors meetings to the first Tuesday of the month was made. It was agreed that the next meeting would go ahead on Monday 11<sup>th</sup> as Maree Hay is already booked to provide training. Subsequent meetings could be on a Tuesday.

**Action: Gordon Thomson is to provide all relevant information for the new secretary and treasurer on a memory stick for the next meeting.**

**3. Update on progress with HIE and consultant support in preparing for technical feasibility stage including attendance at meeting with D. Priest on 8<sup>th</sup> December.**

HIE can provide 100% funding for the technical feasibility stage but must select consultants through their development partners agency. Phil Brown and Alan Caldwell are now registered with this agency and will be able to bid for this contract. The directors agreed that it would be best to continue with Phil and Alan for the next stage of the CIC project.

**Action: Gordon Thomson, Maggie Reyner, Kelda Hudson and Mike Smith to attend a meeting with David Priest of HIE on 8<sup>th</sup> December at 3:30 at BJHS to put this proposal to him and to discuss the potential hydrogen/electric community vehicle project further.**

**4. Election of Vice Chairman**

Maggi Reyner was elected as Vice-Chairman

**5. Nomination of Directors**

At this stage the idea of an Unst Trading Company Project Working

Group was rejected in favour of all 10 directors sharing responsibility for this. Individual Directors agreed to take primary responsibility for progressing the following projects/areas of work, however:

- Rory Talack – Tourism Working Group
- Jane Macaulay – Food and Drink Working Group
- Ruth Grainger – Art and Craft Working Group
- Kelda Hudson – Renewables Working Group
- Maggi Reyner – Spinning Mill Feasibility Study
- Paul Thomson – Blueprint for Education
- Gordon Thomson – Powerdown Liaison
- Karen Smith – Community Transport project

In relation to some of these projects, various options had been identified for a recycling centre by Mike Smith our Community Powerdown Officer. Directors discussed the merits of various options.

**Action: Karen Smith to feedback comments to Mike and enable him to finalise this funding bid for January.**

## **6. Membership Drive and Membership Database**

The partnership still needs more members from the community and recruitment ideas including a stall at the school concert and a stall at the bring and buy sale on Sunday were discussed.

**Action: Gordon Thomson is to complete the excel database of members with existing members and pass onto Liam O'Neill who will take responsibility for this in future.**

**Action: Liam O'Neill to plan/organise a membership drive.**

## **7. Progress on Work plan, agree tasks to be carried out before January**

<b>Item on work plan for December</b>	<b>Progress</b>
Hold first meeting of new Unst Partnership board	Meetings held 19/11 and 7/12
Appoint officers (Chair, Vice, Treasurer, Comp Sec, Membership Sec)	Appointed
Complete Company House registrations of new board members	In progress – 2 online registrations left to complete
Appoint accountants, auditors and solicitors	Accountants and auditors appointed. Solicitor in progress
Agree cycle of board meetings	Agreed
Prepare membership register	Database prepared
Undertake skills audit of existing board	In progress
Agree newsletter as regular communication tool	Agreed
Establish the working group of directors	Rejected but directors assigned to each working group
Meet with funders to progress next stage	Organised for 8/12
Consider appointment of consultants to help	Agreed this is required

capacity building and project development	
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Directors felt good progress had been made on Decembers tasks so far. The effectiveness of communication through a newsletter was debated but it was agreed to continue with the production of a newsletter at this stage although some directors would prefer it to include more pictures.

Action: Karen Smith and Helen Bradley are to take responsibility for future newsletters

Item on work plan for January	Progress
Arrange training evening on 'Roles and Responsibilities'	Arranged for 11/1
Identify training required by current board	Waiting results of skills audit
Repeat exercise for working groups (or include in initial task)	Not discussed – carry forward to next meeting
Formally create working groups of Unst Partnersip	Not discussed – carry forward
Nominate directors to each working group	Completed
Prepare 'terms of reference' for working groups	Briefly discussed. See notes below. Carry forward.
Prepare newsletter to introduce new board members and follow up from 18 <sup>th</sup> Nov	Karen Smith and Helen Bradley to compile and issue in January
Agree membership drive (every adult on Unst)	Liam O'Neill will plan as membership secretary
Agree website update/management as communication tool	Agreed. Paul Thomson to update the site with minutes etc regularly.
Develop consultants brief for tender	Not discussed
Agree submission and assessment process for tenders	Not discussed in detail. Hope is for Alan Caldwell and Phil Brown through HIE agents.

Directors assigned to each working group expressed some concerns over where they go next with the working groups and were unsure about the process of setting 'terms of reference' for the groups. The working groups are keen to meet again and have input into the next stage. It was suggested that directors of UP could compile a list of questions which would structure a discussion among the working groups. No clear decisions were taken, however.

Action: UP Directors to discuss roles and responsibilities of the working group at the next meeting, start working on 'terms of reference' and 'work plan' for these groups. Decide how directors will communicate with and relate to the working groups.

The previous minutes suggest that preparing a brief and tenders for the technical feasibility stage should be completed by the UTC project working group. As directors decided against establishing this group, UP directors will need to complete this as a whole or divide this up appropriately.

## **8. Skills Audit**

Karen Smith distributed copies of skills audits provided by Alan Caldwell and Helen Bradley.

Action: UP Directors to complete these audits and bring them along to the next meeting.

## **9. Public and Employers Liability Insurance.**

It has come to the attention of directors that we no longer have Public and Employers Liability Insurance. Directors felt it was important to have this insurance in place asap.

Action: Karen Smith to find a suitable insurance quote and then inform Gordon Thomson for payment.

## **10. AOCB**

### **i. URGE letter**

A letter was received from URGE requesting that their views are fully taken into account when assigning directors and terms of reference to working groups.

Action: Gordon Thomson to reply informing them Jane Macaulay is their Director and will discuss terms of reference with them in due course.

### **ii. Potential employees of the CIC**

The directors had a general discussion about the qualities required by the business manager for the Unst Trading Company.

### **iii. Online registration with Companies House**

Action: Jane Macaulay and Liam O'Neill to register with Companies House

### **iv. Appointment of Solicitor**

Action: Anna Niven will pursue the appointment of a solicitor for the partnership.

## **11. Date of next meeting and close**

The next meeting will be on Monday 11<sup>th</sup> January at 8p.m at BJHS.

The meeting concluded at 10p.m.

Monday 11<sup>th</sup> January 8pm, venue TBC.