

**Unst Partnership Board Meeting
Monday 11th January at 6.30pm. BJHS**

DRAFT MINUTE

1. Welcome, introductions and apologies.

Present:

Gordon Thomson
Rory Tallack
Kelda Hudson
Paul Thomson
Karen Smith
Helen Bradley
Maggi Reyner
Liam O 'Neill
Jane Macaulay
Ruth Grainger
Anna Niven.

Apologies:

Maree Hay

2. Maree Hay was unable to make the meeting due to family issues and was hoping to make it along to the next meeting to offer the training promised.

3. Minutes of last meeting/matters arising

- a. Gordon, Maggi, Kelda and Mike Smith met with HIE on the 8th December as planned and Alan and Phil have now been contracted to HIE to support the next stage of the project (covered under main agenda item 4).
- b. Unst Trading Company project sub-group – covered under main agenda
- c. Membership Drive and Membership Database.
Liam said that he had not been able to open the database, but that once it is in a format he can open he will be able to update and maintain it. It was agreed that all Directors would try to attract 5 new members each before the next meeting as part of an overall membership drive.
Action: Each Director to bring in 5 new members each
Action: Gordon to re-send spreadsheet to Liam.
- d. Insurance – Karen still working on this, and has some quotes.
Action. Karen to bring info to next meeting for finalising.

Other matters arising are covered as part of the following update on the workplan (below, grey text denotes items completed at previous meeting).

Item on work plan for December	Progress
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	Liam still needs to

new board members	complete his online form. Action. Karen to assist by sending printed copy to Liam.
Appoint accountants, auditors and solicitors	Neil Risk appointed as solicitor
Agree cycle of board meetings	Agreed
Prepare membership register	Database prepared
Undertake skills audit of existing board	Completed and handed to Helen for profiling.. Action. Helen start to arrange training opportunities.
Agree newsletter as regular communication tool	Agreed
Establish the working group of directors	See main agenda
Meet with funders to progress next stage	Organised for 8/12
Consider appointment of consultants to help capacity building and project development	Agreed this is required

Item on work plan for January	Progress
Arrange training evening on 'Roles and Responsibilities'	Deferred until Feb 2 nd (Provisional)
Identify training required by current board	Helen to begin on this.
Repeat exercise for working groups (or include in initial task)	See agenda item 5.
Formally create working groups of Unst Partnersip	See agenda item %.
Nominate directors to each working group	Completed
Prepare 'terms of reference' for working groups	See agenda item 5.
Prepare newsletter to introduce new board members and follow up from 18 th Nov	Karen Smith and Helen Bradley to compile and issue in January
Agree membership drive (every adult on Unst)	Liam to co-ordinate database, all Directors to participate in a drive to attract new members.
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. To be covered when Phil and Alan visit.

Prior to the next item on the agenda, Liam asked about the history of the PURE project and the wind turbines at Hagdale. A general discussion was held where Gordn explained the history of the project and the relationship between UP and PURE. The Directors noted the good relationship that exists between the two organisation and acknowledged that it is important to build on this good relationship and to work constructively with PURE on renewable energy projects wherever possible.

The minutes of last meeting were approved by Kelda and seconded by Maggi.

4. Update on latest conversation with Phil and Alan

Helen circulated the latest document from Phil and Alan which outlined how they will work with Unst Partnership to progress the next stage of the project. This phase, lasting for the next couple of months, will lead in to the technical feasibility stage. The main aims of this stage are to 1) develop the business plan 2) raise funds for the technical stage and 3) build capacity within the partnership for the work to come. Phil and Alan are now directly employed by HIE Shetland to support this work.

5. Unst Trading Company Project Subgroup

Helen suggested that having all 10 Directors assume shared responsibility for the Unst Trading Company project would be too difficult to manage practically, particularly as Phil will need contact with a small focus group. She explained that the main responsibility of those on the project sub-group would be to act as a link between Phil and Alan, the rest of the Directors, and the working groups 'on the ground.' They would be expected to feed information and ideas to Phil and Alan for adding to the content of the business plan. Helen explained that Ruth, Rory and Jane were the natural choice here, as they were the nominated directors for the three relevant working groups. Helen reassured them that support would be given to take on this role, and the three directors agreed to form the sub-group on the condition that nothing would be asked of them that they were not comfortable with.

6. UP working groups and Terms of Reference

Helen said that the work plan of the working groups should focus on expanding upon the three main priorities that each group has identified. Phil will help with the specific work that needs to be done on these priorities, in order to ensure that the information being gathered is what is needed for a strong business plan. Helen said that Phil will provide some more guidance on what is needed when we meet with him and Alan, but it is likely that the work of the working groups will focus on market research and evidence of community need/interest in the identified priorities.

Jane asked whether the nominated directors should meet with the working groups prior to meeting with Alan and Phil. Helen said this would be a good idea if simply to provide an update to them. Helen noted that there is still a lack of confidence about what the Unst Trading Company project will actually do, and she offered to write a very simple explanation down on paper for people. She also offered to send out some guidance on how to update the working groups on what has happened so far, as well as a template Terms of Reference and some membership promotional information, so that Directors can canvass for members more easily.

Action: Ruth, Rory and Jane to meet or chat with working groups to explain what has happened so far.

Action: Phil to offer guidance on what sort of information the working groups should be gathering for the business plan.

Action: Helen to send out the following

- 1) The project put into simple words!
- 2) Membership info 'why should I join Unst Partnership' etc..
- 3) Guidance on how to update the working groups
- 4) Template Terms of Reference

7. Update on Renewable energy/recycling etc..

The application has gone in for the Hagdale Recycling project, and for the Hydrogen Powered Scooter, and some very positive links have been established with IRRI and C2C islands to look into ways that Unst Partnership, through the Powerdown project, can take forward a range of renewables projects.

7. AOB, Date of next meeting and close

- i. **Taster Session** – it was discussed that perhaps later in the spring there could be an open day where people could come to find out more about Unst Trading Company and unst Partnership, to see (and taste) some of the products that may be marketed by the new company. This would be a good way to attract new members to the partnership
- ii. **Blueprint for Education** – Paul said that Unst Partnership had been told that they can submit written representations regarding the proposals for changes to education in the North Isles and everyone agreed that Paul should prepare something for circulation. **Action: Paul to prepare a written representation to Schools service on the proposals.**

Date of next meeting is 6.30pm on Tuesday the 2nd February at BJHS. Please keep an eye out for meetings prior to this, on the week beginning 25th January, when Phil and Alan will come to Unst for some more intensive work on the business plan.