

**Unst Partnership Board Meeting
Thursday 19th November at 8pm, Saxa Vord.**

DRAFT MINUTE

1. Welcome, introductions and apologies.

Gordon introduced everyone and welcomed the new Directors.

Present:

Alan Caldwell, Pool Consultancy

Phil Brown, Pool Consultancy

Gordon Thomson

Rory Tallack

Kelda Hudson

Paul Thomson

Karen Smith

Helen Bradley

Maggi Reyner

Liam O 'Neill

Apologies:

Jane Macaulay

Ruth Grainger

Anna Niven.

2. Minutes of last meeting/matters arising

Gordon briefly discussed a report that was prepared for Unst Partnership by AB Associates last year, which provided some guidance on how UP could develop its organisation and recruit more members. Helen asked if this could be circulated to Directors.

Action: Gordon to circulate AB Associates report to Directors.

Gordon provided a brief update of what Mike Smith has been up to through the **Powerdown** project, including a fuel poverty survey and liaising with SIC/HIE/Community Energy/PURE Scotland on potential transport project. This has stalled whilst a dedicated staff post is created, but should be picked up again in the New Year. Karen said that Mike was trying to set up a meeting with PURE at the moment.

Action: Gordon to get a progress report on this project.

Website – Gordon pointed out that the website was up and running and that Paul will update the pages if people send information to him.

Saxa Vord Office Accommodation – this had been explored but, since the price had changed, UP have decided not to go with this for the moment.

Spinning Mill - Gordon explained that the Investing in Ideas bid had not been submitted yet because UP had discovered that they are only eligible to apply for £4,000 since applying to III already once this year. Helen pointed out that she had sent Gordon information on alternative sources of funding, with the easiest option likely to be Awards for All Scotland.

Action: Gordon to submit applications asap with Helen's help.

Gordon expressed thanks on behalf of UP for the work and commitment of Brian Hunter, who has recently and reluctantly stepped down from the Board of the organisation.

3. Election of Office Bearers and Registering of Directors

The following new Office bearers were nominated and elected.

Chair: Gordon Thomson

Vice Chair - *to be elected at next meeting when all Directors present.*

Treasurer – Kelda Hudson

Company Secretary – Karen Smith

Membership Secretary – Liam O'Neill

It was explained that Membership Secretary was suggested because it is very important that as many people in Unst join UP as possible, and that this will require particular attention. Kelda agreed and said that this role would also be an important means of keeping the lines of communication open with the wider community to keep them informed.

Secretary - It was agreed that Helen would act in a secretarial capacity for the Partnership in a non-office bearing role. This will include sending out agendas and reminders, writing up minutes and circulating information to Directors, as well as generally supporting the Capacity Building Programme for the organisation through her Community Work role.

There was some concern expressed by Directors as to the requirements of roles and responsibilities, particularly from those who do not have extensive prior experience of being a Director of a Company Ltd by Guarantee. Alan pointed out that the Directors would be supported through a thorough training programme, involving an audit of existing skills and a range of training and support sessions. See item 5.

4. Appointment (or confirmation) of auditors, accountants and solicitors.

The current Accountants are A9, who supply a reasonably priced service. UP has no solicitors at present, but it was recommended that UP look into this as a matter of best practice.

Action: Helen to supply a list of potential solicitors that could be used.

5. Agree Cycle of Mtgs and Training Event 'Roles and Responsibilities'

It was agreed that meetings should be on the **First Monday of every month at 8pm in Baltasound School unless stated otherwise**. See item 8 for dates of next three meetings.

Alan asked everyone to refer to the Unst Partnership suggested work plan for the next 6 months, which outlined the different events and actions that would be required to help develop the strength of the organisation and to progress the Unst Action Company (now re-named as the **Unst Trading Company** at the preference of the Directors). The first of these events (on the 11th January) should involve a relaxed and informal training session on the roles and responsibilities of Directors and the various office bearing roles. In the meantime, there is lots of useful information on line that will help people to understand what is being asked of them. The new Directors filled out their registration forms.

Action: Helen to arrange this training session and to circulate useful information from Companies House website.

Action: Phil and Alan to circulate a template for a Skills Audit including a list of skills required from the Board so that Directors can spot the gaps.

6. Discuss and agree workshop for the Unst Partnership

Alan went over the suggested work plan for the partnership, looking at the various training activities that would be arranged. The structure of the organisation was discussed, particularly the need to discuss the relationship between the Directors and the working groups.

Action: UP Directors to discuss roles and responsibilities of the working groups at the next meeting, start working up a 'terms of reference' and elect a Director on to each working group. Each work group should have its own work plan.

Action: Alan and Phil to send out a useful example of a Terms of Reference document.

There was further discussion about the progression of the Project, and it was agreed that three Directors (probably representing each of the Arts and Crafts, Tourism and Food and Drink groups) would form a working group to focus specifically on progressing the next stages of the project. The next stages would involve preparing a brief and tenders for the technical feasibility (Development Stage) of the project and securing the funding for this.

When it comes to the continued involvement of Phil and Alan, it was discussed that there were a number of different ways that the group might be supported to secure funding for the technical feasibility study. One option was to secure some support from within HIE through an appointed advisor. Another option was to seek funding to continue to employ Phil and Alan to work with the group. It was agreed that this needed to be discussed in more depth with David Priest (HIE) as soon as possible and a suitable way forward agreed.

Action: discuss and confirm membership of working group at next meeting.

Action: set up a meeting with David Priest HIE as soon as possible to discuss options for the next stage.

Action: Alan and Phil to quote their costs for continued development support through phase 2.

Please refer to Unst Partnership Work Plan for further information on Actions, including establishing a membership database and setting up a regular newsletter.

7. Discuss report on establishment of Unst Action (Trading) Company and progressing next stage

As time was getting late, it was agreed that Directors should be given a chance to go away and digest the content of the report and make a note of any questions they might have. It was agreed that a meeting would be set up for the new Directors at Hagdale Video-Conference suite for Thursday the 3rd of December at 8pm where Directors could discuss the report, ask any questions and check they were happy with it before the report is circulated any wider than the Board.

Action: Helen to set up this meeting.

8. AOB, Date of next meeting and close

The meeting was concluded at 1.00 pm.

Next three meetings:

Thursday 3rd December 8pm Hagdale Learning Centre.

Monday 7th December 8pm, Baltasound School

Monday 11th January 8pm, venue TBC.