

Isle of Bute Trust (IOBT) Trustees Meeting: 19.30 : 22 June 17 (Victoria Hotel)

Record of Decisions

Attendance		
Name	Representing	Role
Alisdair Johnston (ADJ)	IOBT	Chairman
Marlene Hill (MH)	For Bute	Trustee – Small Business
Alasdair Green (AG)	IOBT	Trustee- Secretary
Johanna Schofield (JS)	IOBT	Trustee
Iain Donald (ID)	IOBT	Trustee - Treasurer
Anton McHardy	Self	Potential trustee
Robert McIntyre	Self	Potential trustee
Gary Woodford	Self	Potential trustee

Item	Discussion	Decision/Action
1. Introduction		ADJ.
2. Approval of ROD of previous meeting	Minutes JS and MH	JS approved and MH seconded the minutes of the previous meeting.
3. Actions Outstanding		All will be covered in the body of the meeting.
4. Finance	<p>ID informed that balance was currently £3877.22.</p> <p>This included cost of July's calendar and deposit for railway. MH needs to be reimbursed for approx £400 for market licence.</p> <p>Market has net income of approx £250 so far.</p> <p>Gift aid is proving difficult ID phoned HMRC on 2nd June and told he was given wrong form. ID has phoned weekly but HMRC not responding.</p> <p>Expected gift aid is approx £4000.</p>	Finances were approved by the trustees.
5. Existing projects a. Calendar	<p>ADJ felt less events being advertised.</p> <p>ADJ felt we needed to contact other organisations to collect information.</p> <p>JS felt that there are less events during the winter, but societies start in September creating an increase.</p>	All agreed more publicity required. Agreed to contact Buteman for article/mention.
b. Sunday Market	ADJ feels it is a success	

<p>c. Train on The Prom.</p>	<p>MH had to decline some bookings due to capacity. Some stalls now booked through to September.</p> <p>Some stalls are being sold out.</p> <p>Ukele band is rebooked</p> <p>AM suggested recording the number of people visiting the market for funding purposes.</p> <p>MH asked about using Ritz for a Winter/Christmas market.</p> <p>JS waiting on physical copy of market licence, using Visit Bute licence.</p> <p>JS has email from ABC to confirm we are able to run this month's market and have all the required documents.</p> <p>AM suggested that licence details are displayed .</p> <p>ADJ said tables not available in August, but will be in September</p> <p>Moat centre has a maximum of 4 available.</p> <p>All discussed need to publicise event, considered getting flyers on Waverley.</p> <p>Need to get steward badges/high vis jackets.</p>	<p>All agreed to keep stalls at 16 .</p> <p>MH to get info from stall holders on their sales to use as promotional material.</p> <p>AM suggested get clicker.</p> <p>All agreed there are other Winter Markets available already.</p> <p>All agreed this should happen once available.</p> <p>RM to approach Rothesay Golf Club and Bute Agricultural Society for obtaining tables.</p> <p>ADJ to consider this as part of wider publicity mix.</p> <p>ADJ to contact the museum/discovery centre to see whether historical films can be obtained and shown.</p> <p>MH to discuss with Patricia at the Library regarding archive films</p> <p>ADJ to begin Facebook advertising</p> <p>AG to approach local shops to identify sources.</p>
<p>6. Governance</p>	<p>Discussed with potential new trustees future plans of involvement.</p>	<p>RM agreed to attend future meetings, with potential to become trustee.</p> <p>GW agreed to attend future meetings, with potential to become trustee.</p> <p>AW agreed to attend future meetings,</p>

	<p>Discussed how to formalise trust's relationship with Kim Findlay</p> <p>Discussed need to assign roles previously done by ADJ.</p>	<p>but does not wish to be a trustee at present.</p> <p>All agreed that would prefer as trustee, but would consider a requirement to sign code of conduct.</p> <p>All agreed need to not overload any one individual, discussions to continue.</p>
7. AOB	<p>a. Date of meeting: 20 July 2017, 1930.</p> <p>b. GW discussed need to consider logistics of ensuring newly sourced tables for August are in the correct location.</p> <p>c. AM discussed lack of links and SEO on website.</p> <p>d. ADJ discussed need for photos of Market and Train.</p> <p>e. ADJ mentioned need for fundraiser.</p>	<p>All agreed to this date.</p> <p>To review once tables source agreed.</p> <p>All agreed to not buy new tables until after this season is finished.</p> <p>All agreed there needed to be update on website as part of improved online presence.</p> <p>JS to take photos of market. AG to ask train providers for suitable photos.</p> <p>All to consider potential candidates.</p>