

DEVELOPMENT COLL

Notes of Meeting held on Monday, 5th November 2012 at An Cridhe

to Discuss and Authorise Documents Detailing Additional Information Requested by
Big Lottery to Support the Request for Additional Funding

Present: Directors:

Chair: Seonaid MacLean-Bristol

Jen Byran, John Wheeler-James, Lavinia MacLean-Bristol, Jean Peddie

Management Committee Member: Nic Smith

Staff Members: Frances MacIntyre, George McConnachie, Jane Metcalfe

Big Lottery (BL) Appointed Consultant from Luing Consultancy Ltd: Anne Tunnicliffe

Apologies: None

Seonaid introduced and welcomed new Directors to the group and explained the purpose and aims of the meeting, which was to authorise the submission of additional information requested by BL.

Anne began by recapping the process of the proposal and asked members for any further thoughts or changes to the original submission made to BL on 6th October 2012. She reminded members of documents previously submitted.

Additional Information Requested:

1 Explanation of Reporting Structure

This was discussed and explained. Members approved the document.

2 Suggested Responsibilities of Board/Management Committee

Details such as responsibility for reporting staff rotas and annual leave were discussed, along with pros and cons of intern-ships and the need for volunteer agreements. The document was approved.

3 Additional activities to propose to BL regarding wider benefit

Areas which attracted debate included networking with other islands, working together with island businesses, helping to develop new business/income for all, investigating the impact and volume of visitors to the island. The document was approved.

4 Communications and Involvement Plan

Informing of non-members was discussed as was communication from the wider community to Development Coll. Regarding funding, It was agreed that work undertaken for Development Coll must be distinguished from that done for An Cridhe and that careful time management was essential. Managing the expectations of the community and the possibility of inviting the accountant to the forthcoming AGM were discussed. The idea of an ongoing business mentor role (additionally funded) was also raised. It was suggested that an observer from Coll Community Council could attend Development Coll Board meetings. It was suggested that the Aims and Objectives of Development Coll could be displayed at An Cridhe. Both the upkeep of the website and a complaints policy were discussed.

It was unanimously agreed that the additional information documents listed above, including any agreed amendments, be submitted to Big Lottery.

Anne suggested that additional funding could also be available to allow work on both a marketing plan and new business plan to be undertaken. Following discussion it was agreed that Anne should submit an outline of requirements to Development Coll.

Seonaid expressed thanks to Anne on behalf of members for all her help and support.