**Minutes of TBI Admin Meeting Tuesday 24th May 2022 held online via Zoom**

**Present:** Alaine MacDonald (AM), Sheila Currie (SC), Lyn McLardy (LM), Anne Thomas (AT), Peter Moffat (PM), Julian Paren (JP), Julie Gibson (JG), Minute taker: Rose Grant (RG)

**Apologies:** Martin Sherring

Minute taker: Rose next minute taker Martin

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| **ITEM** | **DISCUSSION** | **ACTION** |
| **Minutes of 13 April 2022** | Acceptance of minutes of previous meeting – Thanks to Peter- re-circulated May 23 2022 |  |
| **ITEMS FOR DECISION** *(Single item brought forward for attendance of LM, other Items for Decision to be continued after Matters Arising)* | | |
| **1. HIGHLAND COMMUNITY WASTE PARTNERSHIP:**  **Proposed activities for 25 June Repair Cafe/Highland Climate Festival event as per Lyn McLardy’s May Progress Report.** | Black Isle Climate Festival - LM updated the trustees that HCWP is now an Official Partner in the Highland Climate Festival. Planning of event initiated. AT has confirmed e-bikes for visitors trials. AT and SC have an AGM on the festival date. **AT** to find out about bike trailer. JG pointed LM in the direction of sources of local food for the chef. AT has display board, **LM** to contact AT to arrange borrowing. **AT** and **SC** have some reusable cups and will pass on. **LM** to stock up on extra cups via Black Isle Freebies. **LM** to find out about First Aid Kit requirements for repair cafe event above venue’s own kit. LM has designed a poster as a call out for repair cafe volunteers. **LM** to share with Admin team for sharing with their contacts.  HCWP Steering Group is evolving organically, repair cafe volunteers a good start.  Gazebos - **LM** to source / borrow some more.  LM highlighted plans for Highland wide Car Boot Sale, all agreed to pursue this as an opportunity within HCWP.  Agreed not to organise a ‘climate conversation’ on its own but rather as part of events to attract new audiences.  SC suggested to promote Black Isle Bikes as a business opportunity at the event.  All happy for LM and RG to pursue Social Media plan for events and TBI activities.  (LM left the call)  ……………..  RG sought general agreement from Trustees to purchase more suitable laptop for LM as part of HCWP Office equipment budget, for further discussion between RG and MS on his return. LM’s Chromebook not coping with heavy Microsoft based activities and MS Teams platform usage by delivery team. Trustees happy with this and agreed formal approval not needed as it forms part of operational activities for HCWP. | **AT**  **LM/AT**  **SC/ LM**  **LM**  **LM**  **LM**  **RG / MS** |
| **2. MATTERS ARISING FROM PREVIOUS MEETING** | | |
| **Black Isle Bicycles Advertising** | AT- Newsletter article done explaining the process and advertising. **SC** will complete previous action for social media call out. PM voiced concerns about the difficulties for the bikes and whether worth continuing. AT still keen. | **SC** |
| **Raddery Wood** | JP confirmed he wrote to Raddery Wood to say TBI supported the principle of community woods. |  |
| **Roots and Growth** | JP wrote to Paul to talk about potential common interests but so far he has not suggested a place or time for a meet up. |  |
| **Copyright charge** | No update - might have been dropped. |  |
| **Circular Communities Scotland** | **RG** to send round a summary of 1:1 meeting. RG highlighted CCS still developing their resources after relaunching themselves. Useful to note funding grants for travel and accommodation available from CCS for community groups wishing to visit other relevant projects. | **RG** |
| **ITEMS FOR DECISION (Continued)** | | |
| **3. Ecocongregations Eco Festival, Inverness 27 August 2022** | RG has highlighted to LM and HCWP, **RG** to ask LM if HCWP decided to be involved. **SC** to publicise date in newsletter nearer the time but not planning to have a stand. | **RG**  **SC** |
| **4. A96 consultation** | **SC** to include in newsletter and Facebook to encourage people to fill out and to include tip that link to survey is at very bottom of document. | **SC** |
| **5. Guest Article offer for TBI Newsletter** | JP to ignore request as appears to be from American website upon closer inspection. |  |
| **6. Support for village halls** | Tore Village Hall needs money spent on it. Ann Mckay from Parish Council approached JP for support from TBI. All agree with principle of local support as TBI use the hall regularly. AT suggested TBI could take the lead on “greening” the village halls on the Black Isle. **JP** to offer to help advise how to make Tore Village Hall more environmentally friendly.  **Parked for future: Black Isle Area Committee -** TBI has a seat of influence. Viable ecologically friendly village halls to be put forward as topic. | **JP**  **ALL (whoever attends)** |
| **7. Membership** | AM - No new members. |  |
| **ITEMS FOR DISCUSSION/ INFORMATION/ UPDATE (KEEP ON RADAR)** | | |
| **8. Markets** | SC - New market organiser for Cromarty Lauren Maclean. Market not yet broken even upon return post covid but growing interest over time. No refreshments at Cromarty yet. Sheila to send PM Lauren’s email address for website updates regarding the market.  AT - North Kessock Market struggling for people to do refreshments. Just about breaking even now.  Flyer for markets - **AT** to ask Sylvie if she is able to access canva to create new flyer.  Discussion of potential return of Fortrose market to be revisited when MS is back at the next Trustee meeting. | **AT** |
| **9. Newsletter 1 June 2022 - Stories for inclusion?** | **SC** to make a plea for early notice of events to be held at the beginning of months so notice is not too late, i.e. included in the previous months newsletter. | **SC** |
| **10. Highland Climate Festival: Senior Leaders Meeting** | Summit event - RG has agreed to attend though this has been postponed without a new date at the time of this meeting. | **RG** |
| **11. Community Energy - wind turbines - a new look?** | Need to keep this on the radar. **JP** to put a newsletter plea out for new volunteers to investigate. | **JP** |
| **12. Transition Summit- TBI involvement and feedback** | MS spoke at the opening “Blizzard Stories” night. PM and RG attended several events and agreed it was very inspirational and worthwhile. Agreed TBI should look at getting involved next year even in the open space events at the end of the summit.  **RG** to highlight one useful webinar for newsletter. | **RG** |
| **13. Treasurers Report** | MS and JP have a new and improved system for approaching payments which doesn’t involve the bookkeeper.  **SC** has a contact as a potential new bookkeeper and will pass on details.  Quickbooks is no longer economically viable as subscription has changed. | **SC** |
| **14. Avoch to Munlochy Cycle Route** | AT **-** Applied for change control for budget not spent last year to roll over to this year after SUSTRANS felt there wasn’t enough detail in the contractor’s plans. Decision letter received approving rollover of funding, and requesting to tie down what exactly the council were offering. AT highlighted project now on 4th SUSTRANS officer in the 3 year period and handover not always completed. Gordon Adam still passionate about the cycle route and being involved. Hope for new councillors to take this on enthusiastically too. |  |
| **15. Food Group** | **Paper provided by JG.** Thanks to Julie for update.  All agreed with PM’s suggestion to get in touch with Allengrange Market Garden for a potential TBI Group visit. **PM** to coordinate. | **PM** |
| **AOCB** | | |
| **Communications / Website / Facebook**  **Upcoming meetings**  **New volunteer app**  **Admin email**  **Sharing sheds** | **SC/PM** - More Facebook posts to be made from Newsletter articles with links to website to draw people in.  PM - New website is progressing with aim for Autumn launch.  RG - HCWP - Meeting with HC in June for 1:1 with the waste team. **RG** to ask about visitor management plan and how they communicate with community councils to determine.  RG - HTSI - New app for matchmaking volunteers with community groups. RG to sign up TBI for repair cafe initially and share details.  PM - Admin email address to include Lyn? All agreed to save her inbox and just copy her in on relevant emails instead.  AT - CFINE food delivery for larders changing depot. New membership fee - query about overarching Black Isle body to pay one fee rather than each individual shed - TBI? Black Isle Partnership? Feeling is that TBI not the body for this. | **SC/PM**  **RG**  **RG**  **ALL** |
| **Dates and venues of future meetings** | Tuesday 28 June - plus six weeks later (Tues 23 August) |  |

RG 31-05-2022