**Minutes of TBI Online Admin Meeting: Tuesday 17th January 2023**

**Present:** Julian Paren (JP) (convener), Peter Moffatt (PM), Anne Thomas (AT), Martin Sherring (MS), Julie Gibson (JG), Laura Donnelly present for items 1-5 (LD), Minute taker: Rose Grant (RG)

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| **Item** | **Discussion** | **Action** |
| **1. Apologies** | AlaineMacdonald |  |
| **2. Approval of Minutes of meeting 7 Dec 2022** | Acceptance of minutes of previous meeting. Thanks to JG, re-circulated 15 January 2023. |  |
| **3. Welcome to Laura Donnelly** | Committee delighted to welcome Laura Donnelly and hear a bit more about Laura’s background in community projects in Edinburgh. |  |
| **ITEMS FOR DECISION** *(HCWP items brought forward for attendance of LD, other Items for Decision to be continued after Matters Arising)* | | |
| **4. HCWP: Pilot Composting Project at Rosemarkie** | Martin emphasises food waste reduction as an important element in first instance along with understanding of green waste composting as distinct from closed vessel food waste composting. All generally support further research and exploration of project and potential for collaboration with Rosemarkie Amenities Association plus seeking possibility of funding with the Climate Hub. AT highlights her support of TBI’s collaboration with organisations like RAA. RANK has also been looking at this recently. AT circulated previous zero miles composting draft application from 2016. Possible sites have been discussed in North Kessock too. |  |
| **5. HCWP: Other strands** | **Black Isle Place Plan:** Committee happy for RG and LD to tie HCWP in with Place Plan preparation opportunities. MS highlights need to decide TBI’s “Agenda” for how we see the Black Isle developing first in order to put our ideas out there to form part of the consultation. Place Plan consultations starting mid-March. **JP** to invite Becky to next meeting to present proposed approach to place plan consultations to help us understand how we can feed into to it and identify any opportunities for collaboration. JP noted comments from Becky Richmond that TBI seemed to be one of most effective organisations working across whole of the Black Isle. | **JP** |
|  | **HCWP Youth Climate Advocacy Training and follow up volunteer opportunities within TBI/HCWP:** All support exploring opportunity for youth volunteers, starting with PVG check (Protecting Vulnerable Groups) requirement research and approaching Fortrose Academy to establish structure of collaboration (as part of HCWP day-to-day actions). **RG** to report back on progress. JP notes that students from Fortrose Academy will be sought as place plan ambassadors to introduce the concept of the place plan and to get feedback from school age kids. | **RG** |
|  | **Community sharing libraries - Does the admin team have any thoughts for the future on expanding TBI’s 'Library of things’?** Trustees generally feel this is happening informally via Facebook Black Isle Freebies / FB Buy Sell, Swap / Streetbank. MS noted geography an issue, new libraries may be better to be treated on very localised basis, via community councils.RGto continue to explore sharing between community groups, e.g. TBI gazebos. AT keen for a solution to house clearances, making it easy for items to be reused. JG highlighted ‘next door network’ and MS highlighted charities offer house clearances. RG highlighted Circular Community Scotland’s (CCS) guide due soon for sharing libraries, will park topic, move work towards emphasis of existing mechanisms available and revisit it later when more guidance is available from CCS’s “Repair and Share Network”. |  |
|  | **Reusable nappies support** - Committee keen reusable nappies are made more available. Nappy Network (contacted by Lyn for Avoch event in June) was found to be dormant. AT highlights Mike Atkinson was an original lead. AT happy to explore further with LD and share contacts and thoughts on how to progress. **LD/AT** suggest grandparents could be a new target for volunteers  *(LG departs meeting after HCWP section finished)* | **LD/AT** |
| **6. MATTERS ARISING FROM PREVIOUS MEETING (not covered elsewhere)** | | |
|  | **Monadh Mòr** - Core Path lacking signage, JP has written to Forest and Land Scotland about topic, requesting HC replace signs. |  |
|  | **Reprint of Growing Guides** - JG thinks there is enough for now. PDF still on website when reprint required. AT to ask Andy Dorin how many he has left | AT |
|  | **Proofing newsletter - volunteer?** **JP** volunteered as long as not expected to format and lay out in first instance. | **JP** |
|  | **Markets** - Managers pay: Culbokie still not back to pre-Covid levels. Need to set up meeting with all the market organisers. **MS** and **AT** to action. | **MS/AT** |
|  | **Transition Black Isle - How do we describe ourselves?** PM has shared multiple versions and would like consensus. RG suggests using latest agreed version from Visitor Map and revisiting during Thrive course given we will be looking inwardly at TBI. **JP** to share PM document which was omitted from circulated attachments by mistake amongst papers for meeting. | **JP** |
| **ITEMS FOR DECISION (Continued)** | | |
| **7. Thrive course in February** | Transition Together “Thrive” Course: 6 weeks, Mondays evenings, 2 hour sessions, starting 13 February. All trustees support attending and hope to attend. PM and MS will try to attend when possible. JG to apply to Thrive using shared response. **MS/JP/AT** asked to complete google link to pre-course questionnaire by end of week following meeting. | **MS/JP/AT** |
| **8. Tattie Day and Covid concerns** | Trustees agree to follow government advice and carry on with Tattie Day format as normal. Making hand sanitiser and masks visibly available is sufficient. MS concludes we can only follow government advice and leave it up to the individual. |  |
| **9. Scotland Policy Conference “Transition to a Circular Economy”** | RG wishes to attend for TBI. All support this and **RG** will book using TBI’s concessionary rate, report back and share associated documents. | **RG** |
| **10. Capitalising on the Active Travel/Visitor Map. Further leaflets.** | JP proposing further development to highlight walks, e.g. one side is visitor map and the other detailed walks. JP proposes asking for funding from Highland Climate Hub. MS asks if two separate bids might compete (see item 4) further investigation required and PM points out possibility of other sources of funding besides Climate Hub for either project. All think both further leaflets and funding a good idea. **JP** to progress. | **JP** |
| **11. Membership of the Highlands and Islands Climate Hub** | All agree to become a member, **JP** to join TBI as a member and to be nominated representative. | **JP** |
| **ITEMS FOR DISCUSSION/ INFORMATION/ UPDATE (KEEP ON RADAR)** | | |
| **12. Community Learning Exchange** | Jean-Matthieu Gaunand put forward a couple of suggestions for groups we could learn from for communications. **MS** to follow up connection. All to keep in mind opportunities for TBI to offer support to other groups as part of the exchange. | **MS** |
| **13 Net Zero Workshop - Highland Climate Hub.** | JP attended, main takeaway was funding information from Climate Hub and membership drive. |  |
| **14. Signing in to Zoom (passcode issues)** | All agreed this is sorted now LD and RG have access to the info@ webmail to retrieve occasional Zoom passcodes. |  |
| **15. Distribution of Visitor Map and publicity** | TBI will collaborate with Black Isle Tourism on this to mutual benefit. **JG** to share with RG list of previous active travel map stockists to integrate into plan to engage with businesses for place plan/ HCWP / Black Isle Tourism sustainable tourism strategy. | **JG (done)** |
| **16. Vive and** [vive.transitiontogether.org.uk](http://vive.transitiontogether.org.uk) | RG highlighted this is being used for TT / SCCAN. Action for admin team to all check it out and try to use it to ask questions of other groups. | **All** |
| **17. Membership update** | New member Matthew Hall, The Old Manse, Cromarty -approved. JG updated we have 185 members now. Newsletter 458 recipients. |  |
| **18. Food and growing report.** | Potato Day planning going well. New volunteer who likes design planning to do this year’s poster imminently. |  |
| **19. Treasurer report** | MS highlighted we are heading for break even on core activities for the end of financial year. HCWP is running at an underspend but it is anticipated this spending will catch up. **MS** and **RG** to go over HCWP budget to help MS determine quantity of reserves should go into a deposit account as interest rates are rising. | **MS/RG** |
| **20. Newsletter Editor Report/Website** | Thanks to AT for hard work on this. Changeworks, Heat Pump Survey request may need to be via Facebook as newsletter comes too late (**MS**).  JP and RG to respond to PM’s website recommendations. | **MS JP / RG** |
| **21. Active Travel including Avoch to Munlochy Cycle Route** | ATupdated that latest meeting postponed again, ***~~due to lack of progress on proposal for~~*** new HC Project Officer to come onboard. Meeting coming up soon. |  |
| **22. Fair Trade** | JG has replied to enquiry and no further action at this time. |  |
| **AOCB** | RG made admin team aware that “Isla Black” would be set up as Laura’s administrative profile for TBI Facebook, avoiding using her personal account and following advice from HWCP. MS confirmed info@ is the email associated with the FB currently.  **HCWP presence at markets** - MS to invite LD to meeting with Market organisers to see what is possible for regular display stands / public engagement for HCWP. |  |
| **Dates of next meetings** | **Tuesday 28th February 2023** - in person, at Rose’s house: 19 Ness Road IV10 8SD **Tuesday 18 April 2023** |  |