

**Minutes of Board meeting of Discover Dunblane Ltd**  
**Monday 9 May 2016**  
**5.30pm - 7.00pm Dunblane High School**

**Present**

Markus Beher, MB (Cathedral City Estates), Pauline Casey, PC (Charisma), Tom Casey, TC (Chair, Discover Dunblane), Tracey Erskine, TE (Erskine Eyecare), Graham Fleming, GF (Bennett's), Roy Nicolson, RN (Dunblane Development Trust), Kirsten Gunning, KG (Dunblane High School)

**In attendance**

Scott Abercrombie, SA (Project Manager)

**Apologies**

Wilma Lyon, WL (Beech Tree Cafe), Helen Gourley, HG (Toy Hub), Mike Robbins, MR (Provost)

**1. Welcome and Introductions**

Tom welcomed Roy Nicolson from Dunblane Development Trust on to the board. Roy replaces Tim Hughes as the DDT representative on the board.

**2. Minutes** – approved by Graham Fleming and seconded by Tracey Erskine

**3. Actions from Last Meeting**

• **Additional Funding Channels**

Board agrees to think about potential funding channels for BID activities. TC suggested the streetscape contractor (Coffey) be the main target for a support request, particularly with the Christmas Extravaganza coming up.

**ACTION: TC & SA to discuss approaching contractor**

• **Christmas Extravaganza**

SA to meet with HG and PC to begin looking at the Extravaganza and to identify key priorities, budget/forecast and resources.

**ACTION: SA to arrange meeting time with HG and PC**

• **VisitScotland Expo**

Discover Dunblane partnered with Destination Stirling. Had 16 arranged appointments over two days with attendees from across the world. Post show, we made it in to Stirling News, good write up about BID attendance at Expo. Scott Abercrombie and Eddie (DNGC) met with Malcolm Roughead, CEO of VisitScotland. Malcolm linking with DNGC on golf project. Overall, show a success for getting Dunblane out there and on the map.

• **DHS App Design**

Mr Danny Smith from DHS has asked TC & SA to judge the app competition. SA & TC to meet with Mr Smith to go over entries and discuss how the build aspect will work

**ACTION: TC to arrange meeting with Mr Smith to look at entries**

• **Communications Strategy**

Communications strategy is being prepared by SA and will follow from liaison with HG regarding social media aspect.

**ACTION: SA to meet with HG to discuss social media**

## **Decisions made:**

### **4. AGM**

The board agreed to combine the AGM and business forum with the view to the meeting taking place after the summer.

TC asked the board to read the draft annual report carefully and provide honest feedback no later than the following Friday 13 May.

**ACTION: ALL, Read Annual Report and feedback comments to TC by Friday 13 May**

### **5. Project Manager**

TC made the board aware that Muriel Alexander has reluctantly resigned as co-project manager due to personal commitments and growth of her business venture. Muriel has agreed to support on an ad-hoc basis the Education for Life & Work programme, working with TC and Kirsten Gunning from DHS. TC thanked Muriel for her dedication and hard work to date.

SA was asked and agreed to assume full project manager role with board support. TC proposed to the board and this change was approved unanimously.

### **6. Budget**

GF provided an update on the cash in bank. Total in account is £5,000. Outstanding commitments: VS Expo, £2,500; Business Improvement Grant £500; project management and social media costs; £300 for school equipment. Total minus commitments is: £1,500

TC made the board aware of the VAT issue on recently issued levy invoices. This VAT should not have been added and will without doubt lead to delayed payments as Stirling Council work to rectify the problem. This issue affects around 50% of levy invoices.

TC suggested a hold be placed on spending until the BID can be sure about the income it will receive at the end of the agreed payment terms on the original invoices.

**ACTION: SA to liaise with Betty Brown at Stirling Council at the end of May to seek clarification as to the extent of the problem and to request report from council showing invoices issued and payments received.**

### **7. Position of Chair**

TC made the board aware that he was leaving the Bank of Scotland mid June and therefore would no longer be representing that sector on the board and as per BID rules could not remain as the banks' representative. However as a partner in Charisma which he could still represent a BID business. This position is currently filled by PC who has made the decision to step down from the board to allow this change to take place. Rules state that only one person from each business can have a seat on the board.

The board approved this change and TC will remain as chair.

TC asked for the board opinion on the current structure of the board — size and composition — and whether they felt more board members or more sub-group members would benefit the BID. The board agreed the composition and size was sufficient and that sub-group growth would be better.

The following businesses are currently members of sub groups:

*Promoting:* Charisma, Old Churches House, Erskines, Toy Hub, Cathedral Estates, Dunblane New Golf Club. The group is led by Scott.

*Enhancing:* Bennetts, Beech Tree, Charisma. The group is led by Tom

*Supporting:* Dunblane High School, Riverside, Charisma. The group is led by Tom

TC went on to describe the make-up and roll of each of the sub-groups. With regards to the promotions group, TC suggested SA as chair of the group think about the future structure. As the most active group, would it benefit from being split in to separate working groups. This is to be discussed at the next promo meeting.

**8. Dates**

Next board meeting will be held on Monday 5 September 2016, 17.30 in the Riverside.

**9. AOB**

None