

Minutes of Meeting

Meeting Information

Meeting Type:	BID Board		
Facilitator:	Tom Casey	Location:	Riverside, Dunblane
Date:	14 November 2017	Time:	5:30 PM
In Attendance:	Tom Casey, Chair (TC), Graham Fleming, Treasurer (GF), Cllr Graham Houston (GH) Also present: Scott Abercrombie, BID Manager (SA)		
Apologies:	Markus Beher (MB), Richard Noakes (RN), Wilma Lyon (WL)		

Agenda Items

		Presenter(s)	Time
1	Welcome, introductions and apologies	TC	
2	Approval of minutes from previous meeting	TC	5
3	Finance Update	GF	5
4	Annual Meeting 2017 1) Annual Report 2) Board Structure	TC	15
5	Christmas Extravaganza Update 1) Sponsorship 2) Logistics 3) Entertainment 4) Promotions	SA	15
6	AOB		10
7	Date of next meeting: Thursday 7 December 2017, 5.30pm, location TBC (likely Riverside)		
8	Close		

Decisions

- 1 Minutes proposed by TC seconded by GF
- 2 Agreement to pay Extravaganza invoices received in advance of the event
- 3 New board members to be sought at annual meeting and after
- 4 Date of next meeting agreed (as above)

New Action Items	Responsible	Due Date
1 Meeting to discuss state of finances post current levy run	TC, GF	01/12/2017
2 Financial figures to be added to annual report	GF	01/12/2017
3 Approach Carol Beattie to discuss a proxy attending BID board meetings	TC	01/12/2017
4 Payment to made for all Extravaganza invoices received so far	GF, SA	30/11/2017
5 Contact Edinburgh BIDs regarding footfall counters	SA	06/12/2017

Other Notes & Information

This meeting was not quorate but it was agreed to continue with the meeting. No strategic decisions were made affecting the BID.

TC informed the board that Markus Beher and Wilma Lyon had each communicated their intention to stand down at the annual meeting. This would leave two vacancies on the board for representatives of BID member businesses. New board members will be sought at the annual meeting and afterwards if vacancies remain.

Extravaganza Update

Note of interest received from McLean & Stewart Solicitors regarding the main sponsorship. £3k cost of main sponsorship has been agreed in principal. SA to meet with the BID member to discuss further. Gold sponsorship has been secured from Charisma, Erskine Eyecare and Intelligent Displays who have each contributed £200.

SA to meet with Dunblane Air Cadets to run through logistics plan for the day of the event. Safety Plan has been submitted and accepted by Stirling Council and the emergency response agencies. Third party groups are briefed and ready to go. Entertainment, both local and external, booked and confirmed. GF to pay all Extravaganza invoices received in advance of event. SA will assist with updated list of suppliers and invoices received.

Event has been promoted so far in Families Central Scotland, The Wire, Love Local and on the What's On Stirling, Stirling Winter Festival and Destination Stirling websites. Posters have been distributed around town and social media posts are going out twice weekly. New, larger banner has been ordered for Keir Roundabout.

AOB

TC discussed the need to better to understand footfall statistics in the BID area. SA has been asked to liaise with the Edinburgh BIDs currently using footfall counters for more information.

POST MEETING NOTE: Footfall for the Edinburgh BIDs is provided by LDC (Local Data Company). More information regarding their services and products can be found here:

<http://www.localdatacompany.com/local-government-and-councils-bids>

A video explaining footfall data gathered, using Edinburgh as an example, can be found here:

<http://www.localdatacompany.com/footfall>