



Date/Time	9 th Nov 2021, 7.30pm
Location	ZOOM (Video Conference)
Attendees	Trust Directors: Ann MacDonald (AMD), Craig Smith (Chair, CS), Jacqui Bennett (JaB), Jamie MacDonald (JMD), Rhoda Meek (RM), Elspeth MacKinnon (EMK) Trust Staff: Kate Bauen (minutes) (KB), Phyl Meyer (PM)

1. Welcome & Apologies

CS welcomed all to the meeting and indicated apologies from Ian Smith (IS) and Jennifer MacKinnon (JMK).

2. Declaration of Conflicts

CS indicated that Register of Interest (ROI) documents would be circulated to new directors in the next few days which should be completed and returned as soon as possible. **SMK to ACTION.**

No conflicts were declared.

3. New TCDT Board

CS gave the background to the form and structure of TCDT and subsidiary boards and office bearers.

A discussion followed and the following appointments were made:

a. Co-opted Directors

No appointments were made at this time.

Up to 3 co-opted directors may be appointed with no minimum time limit. Appointments tend to be made depending on project activity and skillset. This will be discussed at a future Board Meeting and appointments will be made in line with the Local Development Plan once ratified.

The board discussed and agreed on taking an updated skills audit, due to 6 new board directors, to identify any skills gaps which may be filled by co-opted directors. **PM to ACTION**

b. TCDT Office Bearers

The board discussed appointment of the Trust Board Office Bearers.

Appointments were made as follows:

TCDT Chairperson: Craig Smith (Ad Interim), proposed by JMD, seconded by AMD

TCDT Vice Chair: Ian Smith, proposed by CS, seconded by AMD

TCDT Co-Vice Chair: Jamie MacDonald (Ad Interim), proposed by CS, seconded by AMD

TCDT Treasurer: Anne MacDonald (Ad Interim), proposed by CS, seconded by JMD

PM indicated that as part of the funding for the Youth Work, a commitment had been made to introduce a young person to leadership and the board may wish to look at ways to co-opt a young person from the community to this role. This will be investigated over the coming months with the Youth Worker and will come back to the board when appropriate. **PM to ACTION**



c. TCDT Company Secretary

The board discussed the appointment of a company secretary.

PM is appointed to the role, proposed by CS and seconded by JMD.

d. TCDT Subsidiary Directors

CS indicated that a maximum of two crossover directors from the TCDT Board are appointed to each of the subsidiary boards. After discussion, the current standing is as follows:

Craig Smith	CIT Ltd, TCMAL Boards
Ann MacDonald	TREL Board, Discover Tiree Project
Jamie MacDonald	Discover Tiree Project
Ian Smith	TCMAL Board
Rhoda Meek	CIT Ltd (Chair)
Elspeth MacKinnon	TCEL Board
John Bowler	TREL Board
Jacqui Bennett	TCEL Board

4. Minutes of Previous Meeting and Matters Arising

Minutes of the previous meeting (12th Oct 2021) were approved: proposed by CS and seconded by AMD.

Actions Update

#	Action	Owner	Status
1	Review and update the Performance and Disciplinary Policy.	PM/IS/CS	C/FWD
5	PM will speak to other island communities regarding their community Business Unit experiences particularly with procurement and construction (e.g. Colonsay, Mull, Jura, Bunessan).	PM	Completed
22	Discuss the M&A change proposals with M. Ewing, reword and circulate to board as soon as possible.	PM	Completed
23	Progress Transfer of Ownership of An Turas to TCDT	PM	Completed
24	Crofters using common grazing on the Reef to be consulted regarding Fireworks event as cattle will be present on the Reef as of 1st November.	PM	Completed
25	PM will circulate the quote for new IT equipment to the Finance Sub-Group for approval as soon as possible.	PM	Completed

Matter arising from actions update:

Action 5: PM has sent out several emails with no feedback as yet.

Action Closed.

Action 22: PM informed the board that one proposed change (housing) to M&A must go to OSCR for approval before the full amendment can be made to M&As. This will be progressed as part of the consultation and approval of the Community Growth Plan in 2022.

Action Closed.

Action 23: Paperwork has been received from CMAL to transfer lease of the land to TCDT. **Action Closed**



5. Finance and Project Reports

Reports will be distributed by email to directors at the end of the week.

6. Directors Induction

- PM indicated that a Doodle Poll will be sent out to directors to identify a date for Director Induction and Training by Mark Ewing at TC Young. **PM to ACTION**
- Two dates may be set depending on numbers - one for TCDT Board and one for subsidiary directors.
- Session will be conducted remotely and last approximately 2.5h (half day).
- Directors indicated a preference for an evening training session and a request will be made to Mark Ewing to record the training for future reference and for those directors who may not be available.
- PM indicate that the draft Director Induction pack has not yet been received but will follow up.

7. AOCB

a. TCDT Email Issue.

JMD indicated that he had some issues with emails to Trust Staff being bounced back as undeliverable. PM explained the issue and proposed a resolution which will be put in place. PM also indicated to new directors that if they wish to have a TCDT email address, to keep Trust communications separate, to contact him and one will be set up.

b. TCDT Staff Mentoring

EMK indicated that Staff Mentoring could be reinstated.

PM indicated that some review work had been planned with IS to define and update the mentoring system. Clarification is needed on the purpose with clear boundaries defined as there is a potential conflict with 'Line Management' (versus 'Line Mentoring').

AMD requested that PM ask the staff how they feel about mentoring by the board and what they would like to see put in place. **PM to ACTION**

PM indicated that it could be a point for discussion with Mark Ewing during the Director Induction & Training session.

c. Trust Policies

RM asked if Trust Policies were available for new Directors to review.

PM indicated that the Trust Policies needed a significant update, including the Staff Handbook, which was planned as part of creating the Director Induction Pack however this had not happened. PM will review the policies and individual policies, as they currently stand, can be sent out on request.

PM to ACTION

AMD indicated that TREL had a video which could be distributed to allow new directors to see the breadth of impact. **AMD to ACTION**

PM invited any directors who wish to meet and go through the M&As and any other Trust items to contact him and he will arrange this.



d. Bumblebee Book

- PM indicated that Janet Bowler had been in touch to inform that the book is now printed.
- She requested that TCDT Staff administer the distribution of the first print run of 150 copies (for local distribution) and SMK has agreed to do this. This will be for the first print run only and distribution of subsequent prints will need to be managed in an alternate way due to TCDT Staff resource availability (for example through volunteers).
- Janet Bowler also made a request to increase the funding for the project by £275 (which will be matched by the publisher) due to increased costs of converting the files to a printable format. KB requested that a new Windfall Application is made due to maintaining and audit trail for the process. PM indicate that the original form would be reviewed and a full summary of the cost to the Trust would be prepared, and the matter would be dealt with by email. **PM to ACTION**

e. Miscellaneous

- Re-advertised CPO vacancy: the vacancy is now posted in several locations online and two individuals have expressed an interest.
- JaB asked if a director could also be a staff member. PM stated that this was not allowed under the M&As. Directors must be a TCDT member, Staff were not allowed to be a TCDT members or appointed as a director.
- PM reminded the board that his probationary period was coming to an end and that a performance review is needed. CS and PM will discuss how to take this forward. **CS to ACTION**

8. Date of Next Board Meeting

Tuesday 14th December at 7.30pm by ZOOM

There being no other business, the meeting concluded at 20.50h

Tiree Community Development Trust

Board Meeting Minutes



9. Action Summary

Actions Carried Forward

#	Action	Owner	Due Date
1	Review and update the Performance and Disciplinary Policy.	PM/IS/CS	Dec 2021

Actions assigned 9th Nov 2021

#	Action	Owner	Due Date
26	ROI forms to be distributed to new directors.	SMK	12 th Nov 21
27	Prepare a skills audit of the new TCDT Board to identify skills gap.	PM	14 th Dec 21
28	Investigate ways to introduce a young person to leadership and the Board with the Youth Worker and bring proposal to the Board.	PM	8 th Feb 22
29	A Doodle Poll to be sent out to directors to identify dates for Director Induction and Training by Mark Ewing at TC Young.	PM	12 th Nov 21
30	Ask staff how they feel about mentoring by the Board and what they would like to see put in place.	PM	14 th Dec 21
31	PM will review the policies and staff handbook and inform the Board of progress.	PM	14 th Dec 21
32	AMD to distribute TREL video to new Directors	AMD	14 th Dec 21
33	Windfall Fund requests for the Bumblebee Book will be reviewed and a full summary of the 'to-date' cost to the Trust to be prepared for the Board.	PM	14 th Dec 21
34	CS will contact PM to discuss end of probation performance review.	CS	14 th Dec 21

2022 Board Meeting Schedule

TCDT Board Meetings 2nd Tuesday of Month
14th Dec 2021
11th Jan 2022
8th Feb 2022
8th Mar 2022
12th Apr 2022
10th May 2022
14th Jun 2022
12th Jul 2022
9th Aug 2022
13th Sep 2022
11th Oct 2022
8th Nov 2022
13th Dec 2022