



Date/Time	13 th December 2022, 7.30pm
Location	ZOOM (Video Conference)
Attendees	Trust Directors: Rhoda Meek (RM), Donnie Campbell (DC), Eoghann McGregor (EMG), Christine Coghill (CC), Elspeth MacKinnon (EMK), Jacqui Bennett (JaB) Trust Staff: Phyl Meyer (PM, Chair) Shari MacKinnon (SMK), Kate Bauen (KB, Minutes)

1. Welcome, Apologies & Introductions

PM chaired the meeting in the absence of an appointed chair following the AGM and welcomed all to the meeting.

Apologies were received from John Bowler (JB).

2. Declaration of Conflicts

None were declared.

3. Previous Minutes and Matters Arising

The previous minutes were approved. Proposed by JaB, seconded by RM.

Actions Update

Actions Carried Forward

#	Action	Owner	Deadline
88	Finalise arrangements for cash payments for the fuel station at Buth a' Bhaile with Elaine Hayes.	PM	Dec 22
98	Memorandum and Articles update – a meeting with directors and TC Young will be organised to form a working group.	PM	Dec 22
99	Feedback the outcome and comments regarding Discover Tiree to the DT Committee.	PM	Dec 22

New Actions Assigned November 2022

#	Action	Owner	Deadline
100	CMAC: Speak to Andy Wright regarding the loan terms originally put in place. Raise the TCDT Boards request to have a plan of action to the TCEL Board	PM:	Dec 22
101	Sustainable Tourism Report: PM will speak to EL regarding an amendment to the introduction to ensure clarity on the principles.	PM	Dec 22

Action 88: Meeting took place with Elaine today (PM & KB), Elaine has proposed a trial month in January and Kate will address her staff meeting in advance. CFWD

Action 98: This action is still in progress. PM asked for directors to volunteer for a Working Group to move this forward with TC Young who will draft a new version based on the Scottish Government Template. DC volunteered; other directors will respond by email if available. A doodle poll will be set up by TC Young for a meeting early January 2023. CFWD



Action 99: Completed

Action 100: There are no specific terms in place to the loan to Catriona MacLennan. PM indicated that the loan was actually between TCDT and CMAL and not between TCEL and CMAL. Catriona indicated in her last conversation with PM that she would get the report to the Board as soon as possible. Close Action.

Action 101: Completed.

4. Vacant Director Places/Election of Office Bearers

a. Elected TCDT Directors

Rhoda Meek (RM) was nominated for TCDT Board Chair. This was proposed by DC and seconded by JaB. The Board was happy with this decision and RM was appointed as Chair.

There were two nominations for Vice Chair, DC and JB. DC withdrew his nomination. JB was proposed to Vice Chair by JaB, seconded by EMK. The Board was happy with this decision and JB was appointed as Vice Chair.

Christine Coghill (CG) was nominated for Treasurer. This was proposed by DC and seconded by RM. The Board was happy with this decision and CC was appointed as Treasurer.

Rhoda Meek took over as Chair of the meeting at this point.

b. Appointed Directors

Martin Finnigan was nominated as a director, proposed by JaB, seconded by RM. The Board was happy with this decision and MF was appointed as a director.

Martin Finnigan joined the meeting at this point.

EMG was nominated as a director, proposed by MF, seconded by DC. The Board was happy with this decision and EMG was appointed as a director.

Youth Board Representative. Matthew McDowell was proposed as the Youth Representative to the Board however is not of full age to hold the position currently. The Board discussed this and agreed to invite Matthew to the January Meeting as a guest to get a feel for what is discussed and how things are done. PM will speak to Willie MacKinnon and Matthew and forward the January meeting invite. **ACTION PM.**

c. Cross Over Directors

TCMAL – DC will join the TCMAL Board as a crossover director

CIT Ltd – EMG will join the CIT Board as a crossover director

TCEL – CC will join the TCEL Board as a crossover director. EMK will stand down as a crossover director.

The cross over director summary now looks like (see table below):

TCMAL: Donnie Campbell

TCEL: Jacqui Bennett (Chair), Christine Coghill

CIT Ltd: Rhoda Meek (Chair), Eoghann MacGregor

TREL: Martin Finnigan (Chair), John Bowler



d. New Directors Code of Conduct

The final draft was circulated by email to Board Members, PM will follow up with directors individually to ensure signed copies are available before the January Board Meeting for ratification. **ACTION PM**

5. Budget

The draft budget for 2023 was pre-circulated to the Board.

PM gave an overview of the budget and the need for directors to approve three aspects:

1. Trust Staff costs for 2023: Salary rise and training, travel and expenditure budget.
2. Windfall Donation to TCDT: Change to the split of donations from TREL to 40% of all donations received from TREL to be retained by TCDT to go towards core costs and 60% of all donations received from TREL are put into the Windfall Fund.
3. TCDT Sustainability Reserves: FSG recommends that TCDT implement a reserves policy. This is due to TCDT cashflow relying so heavily on income from TREL. TREL no longer have insurance for loss of income TCDT need to be able to ensure the Trust can keep running should something go wrong with Tilley and FSG are recommending that a 12-month reserve is always retained for this reason. Initial recommendation is for £145K.

PM indicate that there are caveats due to delayed longer term funding application decisions which will now not come until January

The Board discussed this at length. The main points and questions raised were as follows:

- Staff salary increase is proposed based on the October 2022 Consumer Price Index including Housing costs (CPIH). The budget includes the CPIH figure recommended at 9.6%. The Board will take a decision on this off minute.
- Trust Sustainability Reserves:
 - Also acts as the 'self-insurance' for the turbine and as a decommissioning fund should it be necessary. There is a requirement as part of the planning conditions for the turbine that a decommissioning fund must be available.
 - The sum needed in reserve is impacted by the caveats in the draft budget and may need to be increased. This means a further budget review by the FSG and a proposal to the Board once the outcome of the 3 Year funding bid with ICF is known.
- The question of establishing a sovereign fund from the turbine income was discussed to protect the Trust over the longer term. This Board felt this was a good idea and warranted further discussion with the FSG. The topic was tabled and will be brought to a Board Meeting in 2023.
- A question regarding the treasury policy was raised and investing funds to make money rather than have it sitting in a bank account. This does impact the ability to match fund when applying for funding however the Board agreed that PM would feedback this concern to the FSG and come back to the Board on the topic at the next Board Meeting. **ACTION PM**

The Board approved the draft budget in principle (with caveats) pending a review and proposal from the FSG once ICF Funding application outcome is known.



6. Windfall Applications

Four Windfall Fund applications were received from Tiree High School as follows:

Ref #	Applicant Name	Project Name	Project Start Date	Project End Date	Total Project Costs	Funds Requested
SETT 22 005	THS	Battlefield Visit	17th June 2023	24th June 2023	£1,108	£448
SETT 22 006	THS	Football Trip	3rd Feb 2023	5th Feb 2023	£780.30	£780.30
SETT 22 007	THS	Rugby Trip	16 March 2023	19 March 2023	£983	£983
SETT 22 008	THS	Paris Trip	Feb 20203	Feb 20203	£494.40	£494.40

The Board discussed these and approved them unanimously.

The following points were made:

- The Skills, Education, Training and Travel (SETT) Fund currently has a £3.5K balance and other funds may need to be allocated. PM/SMK will investigate this. **Action PM/SMK**
- Universality of access to the benefits of some of the Windfall application by school pupils is determined on whether parents can afford to send their children on the trip where a parent contribution is required. The school has access to discretionary funding and the Board expressed their hope that this is used in such cases.
- The request was made to work more closely with the Misses Nisbet Trust to reduce our expenditure in the SETT area. PM will speak to Craig Smith regarding this. **Action PM**

7. Funding

See Trust Activities Report

8. Reports

Trust Activities Report:

Key points discussed included the following:

- The turbine is in maintenance mode. Repairs are ongoing.
- Youth work continues and the Board discussed and acknowledged the importance of the excellent work undertaken by the volunteers for youth work. The Board thanked them for all their efforts and approved a small gift to support this. PM will speak to Willie MacKinnon about putting this in place.

Action PM

9. AOCB

a. Hynish Working Group.

The Working Group has not met recently.

The proposal approved by the Board on working with the Hebridean Trust was progressed with TC Young to establish a Memorandum of Understanding with HT by PM however advice from the legal team recommends a better approach would be to agree and write a Public Statement to safeguard Trust liability. PM has already spoken to Trudy MacKenzie who is happy to collaborate on this.



PM informed the Board the Trudy had been in touch regarding ideas she has for moving forward and asking for support for a community consultation activity. PM and Jack Green Morgan will support her in this.

JaB informed the Board that An Iodhlann has been approached to help with managing the Skerryvore exhibition and several people have been approached to join the new HT Board.

RM expressed the need to be careful in conversations that we do not commit ourselves to anything at this stage.

b. Cruas Project

A paper had been circulated as pre read on the status of the Cruas project and asking the Board for a decision on what form the 2nd stage of the project should take.

PM gave an overview of status:

- The first stage of the Cruas Grant award has been very successful – there remains enough Cruas funds for around 20 applications.
- The original intention was to determine if a second stage, or top up, grant could be made depending on the TCDT financial status and perceived need. If so, the criteria would need to be defined.
- Timing is important as winter is already taking hold and increasing hardship. Funding for the two Cruas Project resources ends at end of March 2023, and while there may be an opportunity to extend this through external funding, nothing is guaranteed at this stage. The community have already established trust in Emmie and Fiona.

The Board discussed the options outlined in the pre-read paper. The Board approved the following:

Stage Two of the Cruas Fund will go ahead and will involve:

- £20k will be made available from the Windfall Fund to the Cruas Fund – this will be kept under review by the Board.
- Signposting and advice will be available to all regardless of whether they have applied for a Cruas Grant or not this will help people to help themselves in the longer term and reduce or mitigate the impact of high fuel costs and higher cost of living
- A second stage grant of £100 will be made available on application to those who access the signposting and advice service.
- Where an applicant's individual situation warrants it, and in exceptional circumstances, the second stage grant may be increased up to a maximum of £200 if deemed necessary at the discretion of the Cruas Project Officers.
- The first stage applications will remain open as there is a desire not to exclude people. The second stage applications are applicable only to people who have already had a first stage grant.

PM will progress a Communication Plan with Emmie and Fiona but the overriding message must be that expectations need to be managed, there will likely be no third round. **ACTION PM**

PM indicate that he should receive news of additional funding for the two posts in the coming days allowing extra hours to be added to the Cruas Project staff posts. Currently the two posts are a 50:50 job share however due to availability, if the funding is approved, allocation of hours may need to be slightly skewed. The Board are happy for him to proceed with this once the funding outcome is known.

c. Staff Reporting and Board Meeting Preparation:

RM indicated the need to revamp the processes related to preparing for Board Meeting to allow more efficient and effective meetings. She will be in touch with TCDT Staff over the next few days with changes to be made.

There being no further business the meeting concluded at 22.30



Actions Summary

Actions Carried Forward

#	Action	Owner	Deadline
88	Finalise arrangements for cash payments for the fuel station at Buth a' Bhaile with Elaine Hayes.	PM	24 Jan 22
98	Memorandum and Articles update – initiate a meeting with TC Young and directors as a working group.	PM	24 Jan 22

New Actions Assigned December 2022

#	Action	Owner	Deadline
102	PM to speak with Willie MacKinnon on the best way to invite Matthew McDowell to the January Meeting and prepare him for it. PM will forward the January meeting invite to him once this is done.	PM	17 Jan 2023
103	Directors Code of Conduct: PM will follow up with directors individually to ensure signed copies are available before the January Board Meeting for ratification.	PM	24 Jan 2023
104	PM to contact the FSG and feedback the questions regarding the Treasury Policy and investing funds to the FSG and come back to the Board with feedback at the next Board Meeting.	PM	17 Jan 2023
105	Investigate the possibility to allocate further funds to the Skills, Education, Training and Travel (SETT) Fund.	PM/SMK	17 Jan 2023
106	PM will speak to Craig Smith regarding how to work more closely with the Misses Nisbet Trust to reduce our expenditure in the SETT area.	PM	17 Jan 2023
107	Youth work volunteers: PM will speak to Willie MacKinnon about putting a small gift and thank you card in place for the volunteers.	PM	17 Jan 2023
108	PM will progress a Cruas Project Communication Plan for the next stage with Emma, Emmie and Fiona.	PM	17 Jan 2023