

## Board Meeting

11<sup>th</sup> November 2019, 2.30pm – Inkwell, Francis Place

In Attendance	Apologies
Richard Cumming (RC) Gill Neill (GN) Tina Mainland (TM) John Divers (JD) Mairi McIntosh (MM) Greg Robertson (GR) Paula Coy (PC)	Mark Angus (MA) Reni Milburn (RM) Ian Urquhart (IU) Abigail Dempster (AB) Alistair Simpson (AS) Stephen Young (SY) David Patterson (DP) Tracy Sellar (TS) Stuart Huyton (SH) Katherine Mackintosh (KM)

Discussion: Last Meeting Note & Action Point Update	
Meeting note circulated before the meeting. Meeting note accepted. RC commented that the awards went really well and there was a good turnout.	
Conclusions	
Action Points	Person Responsible

Discussion: Managers Report including Social Media Update	
Mangers Update was distributed prior to the meeting. RC commented that our social media platforms are performing well.	
Conclusions	
Action Points	Person Responsible

Discussion: Zero Waste Elgin
<p>GN told the Board that the Zero Waste project is going well, we received confirmation from Zero Waste Scotland that Elgin can now be referred to as zero waste Elgin. Press releases have been sent out locally by Steven and Dave at WasteSwitch.</p> <p>GN told the Board that we are still waiting for the internal bins to arrive but there has been a hold up at Zero Waste Scotland's end. GN is going to send a letter from our end to push it forward. Businesses were updated on the progress in the last bulletin.</p> <p>The Business Waste REHIS training is on the 19<sup>th</sup> November 1pm-3.30pm. Businesses that attend will work through the course contents together.</p> <p>Businesses that have been involved since the beginning have been asked if they would like to be Waste Ambassadors.</p> <p>On the Embrace Elgin website there is a Waste library that has links to funding opportunities and information on waste and recycling.</p> <p>Part of the Phase 2 plans are to get segregated bins for the street. The black bins need replaced and it would be better to have segregated bins for the zero waste town. Council may have issues with collecting the segregated bins but Steven is speaking to Mike Neary from the Council about it.</p>

Other projects for Phase 2 will be a business to business app/webpage for businesses to share/pass on items they no longer need and bulk procurement of products or services

After the REHIS training on the 19<sup>th</sup> November there will be an ambassadors meeting.

### Conclusions

The project continues to go well. Press releases have been sent out promoting Elgin as a Zero Waste Town.

### Action Points

### Person Responsible

### Discussion: Renewal Ballot

The majority of the meeting centered around the ballot discussion.

The renewal ballot papers were sent out on the 15<sup>th</sup> October. GN told the Group that the overall feeling is much more positive from businesses compared to the last renewal ballot.

GN told the Group that we have been running a thorough campaign to the national companies. A letter was sent to each national company's eligible voter describing what has been achieved and what will be lost without the BID and the letters had a personalised section describing how we have been working with the local site for example advertising and gift card sales. A corresponding letter was sent to the local manager with their eligible voter's contact details.

Liam Christie is out on ground, getting in contact with businesses. Initially Liam will be contacting the businesses who have said they will be voting yes to make sure they have received their papers and put them in the post. The next part of the campaign will be to visit the amber businesses making sure they have papers, find out how they are feeling about the ballot. The National Companies are also being called to make sure they have their papers and to talk to them about the BID.

GN told the Group that prior to the last renewal ballot from the research we had done we anticipated approximately 60 definite 'No' businesses and this time we suspect less than 20. Realistically when the count takes place this will rise because of national companies with a vote no policy, but we do not expect as high a No vote as last time. Liam Christie has told us that when he is out speaking to businesses he is receiving very positive feedback and they are more engaged and have concerns about what would happen if BID is not there for support.

Again from our research we believe we are in a good place with the amount of Rateable Value that are yes votes. JD said that we shouldn't let up with the campaigning now that we are in a positive place, GN reassured him that the campaign plan is robust and will be continuing throughout the voting period.

Final day for voting 27<sup>th</sup> November and the ballot announcement will be on the 28<sup>th</sup> November at 5.30pm in the Gallery at Elgin Library.

Software and Operational Agreement discussions will be postponed to a later date.

### Conclusions

The ballot papers were sent out on the 15<sup>th</sup> October. The overall feeling is much more positive from businesses compared to the last renewal ballot.

Final day for voting 27<sup>th</sup> November and the ballot announcement will be on the 28<sup>th</sup> November at 5.30pm in the Gallery at Elgin Library.

### Action Points

### Person Responsible

### Discussion: AOCB

GN told the Board that Free after 3 is back in the St Giles Multi-Storey car park from 23<sup>rd</sup> November-4<sup>th</sup> January.

On the 4<sup>th</sup> December we are planning on holding a Light Parade. The outline of the event will be entertainment at 4pm, light parade at 4.30pm and then finish of with entertainment at 5pm. TM has contacted groups to see if they will be available to provide entertainment.

**Conclusions**

**Action Points**

**Person Responsible**

**Next meeting date- TBC 2020**

**Action Point Summary and Update**

<b>Action Points 8<sup>th</sup> November 2018</b>		<b>Update</b>
<p>Added Value for Members</p> <ul style="list-style-type: none"> <li>Look into clips/training/event ideas for businesses to use for interacting with customers on event days.</li> </ul>	GN/TM	Ongoing
<p>AOCB</p> <ul style="list-style-type: none"> <li>Look into the possibility of having info boards at the Library</li> </ul>	GN	Ongoing

<b>Action Points Board Meeting 28<sup>th</sup> May 2018</b>		<b>Update</b>
<p><b>Budget Proposal 2018/19</b></p> <ul style="list-style-type: none"> <li>Contact Alastair from Elgin Community Council re coach drop off points</li> </ul>	GN	Alasdair is keen to work together on this, we will be updating Google maps to show the pick up points and then working with Laurie to market and promote these
<p><b>Upper floor conversion update</b></p> <ul style="list-style-type: none"> <li>Look into running a pilot to get one of the large vacant properties split into smaller units.</li> </ul>	GN	<p>Ongoing – I have identified a property, but am holding off speaking to the owner until after the ballot. I don't want to start the process unless we know we can follow it through.</p> <p>I suggested removing this from the Action Points as it has now become an ongoing part of our development. No Board member has raised a concern about this, so if that does not happen at the meeting on the 11<sup>th</sup> November this will happen.</p>

<b>Action Points Board 27<sup>th</sup> August 2018</b>		<b>Update</b>
<p><b>Action Points – Added Value for Members</b></p> <p>Send over the CCC business support package</p>	RM	Outstanding