

Minutes of Board Meeting

Newquay BID board meeting held at Fistral Beach Hotel and Spa on Wednesday 26th March 2014 5pm-7.03pm

Present:

Johnathon Start	John Coltman (left at 6.06pm)
Stephen Hawkey	Jess Parkin (left at 6.06pm)
Sara Black	Colin Paul
Andy Hanan (left at 6.47pm)	Jane Hawkey
Ben Ridding	Andy Cole
Rachel Craze	

Apologies:

Rob Barber

Other:

Emilie Calhaem – BID Manager (maternity cover)

Alice Beard – BID Marketing and PR Assistant

1) Signed:
Name:

2) Signed:
Name:

1. Presentation by Dicky Souray from Art8
2. Presentation by Kirsten Harford from Love Newquay
 - a. KH questioned what the age break down is – Facebook the biggest age groups are 18-45 which is much bigger than expected.
 - b. Point rose that there is an importance of ensuring there is a balance of followers from both locals and visitors as Love Newquay is about promoting the value of the town to potential visitors both in and out of Newquay.
 - c. Is Love Newquay worthwhile when we are competing with other Newquay pages that have nearly 90,000 likes? Can't say for certain however we have worked hard to build up a genuine following of people through high levels of interaction and by providing stories and photos of the town that generate interest both locally and nationally.
 - d. Suggested that success of Love Newquay could be a positive story to share with business through the use of a press release and monthly newsletter.
3. Welcome and Apologies for Absence
 - a. Board meeting opened at 5.30pm with 11 board members present.
 - b. Apologies given from RB by EC.
4. Minutes and Actions from February Board Meeting
 - a. Discussed between RC and EC re presentation of the minutes, decision was made to change the format to make them more accessible. RC, EC and AB therefore to revisit the minutes from board meeting dated 26th February and to re circulate them before they are agreed at the next meeting after which they will be made public.
 - b. RC – we should also now ensure that minutes are circulated within 10 days of the date of any board meeting. All agreed to take this course of action.
5. Redefinition of Article 62(e) of BID Articles of Association.

Current – *“He shall for more than six consecutive months have been absent without permission of the directors from meeting of directors held during that period and the directors resolve that his office be vacated”*

Proposed changes – *“He had been absent from three (as defined in article 81 (i)) Board meetings in any six month period or from five scheduled (as defined in Article 81 (i)) Board meetings in any twelve month period.”*

We will also now never go for more than 8 weeks without a board meeting – *“To hold Board of Director meetings at 6 weekly intervals; where necessary this can be increased to no more than 8 weekly intervals.”*

- a. Questioned if this would mean that we could potentially only have 5 a year if there was 8 weeks between each? RC/AC This would only be in the case if a meeting would be cancelled. Meetings would be published at the AGM for the year ahead.
 - b. SB – Does this also mean you could only go to 3 meeting in a year? EC – Yes but then you would be removed from the board.
 - c. Changes to Article 62(e) proposed by JC and seconded by SB. All in favour for changes to be made.
6. BID Board Members

- a. Two matters arising for the BID Board
 - b. CL has left Newquay Zoo and is therefore no longer a BID member
 - i. Still waiting for CL to officially stand down but as the BID still has its quota of directors it would not be necessary to hold another election for a board member.
 - c. SB business is no longer in a premise that is subject to a rateable value that would mean that she has to pay BID levy and she thus ceases to be a Class B member.
 - i. SB has voiced that she is willing to pay her voluntary membership but there is no space in category C directors as there are already two directors in this category as per the Articles of Association.
 - ii. Proposed by EC that SB is voted in as a Class D member – this means that she would be co-opted on to the Board on the basis that her skills set would be beneficial to the BID. **Proposed by JS seconded by JC. Carried Unanimously.**
7. Vice Chair
- a. SB will now have to stand down as Vice Chair as she is no longer a Class B BID Member.
 - b. AC puts himself forward as vice chair. **All agreed.**
8. Operational Update – Questions only based on Operational Report supplied and circulated with minutes.
- a. Marketing PR and Image
 - i. Reinforced that there should be advertising in CDC (Coach Drivers Magazine). **EC to look into this.**
 - b. Town Centre Audit
 - i. SB to find out who has been appointed by Visit Cornwall for their cultural sector to ensure that Newquay is included and recognised as a cultural destination.
9. Budget Planning – Set date for finance meeting
- a. Meeting needs to be made with finance committee to discuss budgets for the following year and the AGM. **EC to circulate possible dates for meeting.**
 - b. JH – have NALP been approached to invest more money in Love Newquay? **EC to approach NALP.**
10. A.O.B
- a. Toilets – AH Cormac now working a week behind so concerns toilets would not be ready in time for Easter so looking for temporary toilets. Possibility NTC would not be using Cormac again so will be looking at recruitment as an alternative option.
 - b. Art8 Funding – Concerns that Art8 are not using all the possible funding they can. Suggested by RC that Art8 have a wash up meeting after the event so the board can pass on their feed back to them.

- c. Visitor Information – CP suggests would be a good idea to have people acting as guides during the six main weeks of Summer. EC something I have considered before as a meet and greet for coaches. **Ac to take to TIC committee.**
- d. JH Absence – JH – I acknowledge that I have missed the last few board meetings but there have been various reasons why I haven't been able to attend. In reference to the original email sent to Emilie I still stand by what I said. Important that we follow the tender process for matters such as the Arts Council application and I would like to give any one the chance to ask me questions in relation to this.
- Expressed by other members of the Board that there are still concerns with JH taking board based discussions outside of meetings when they had not been agreed at that point. JH – yes but it was BID payers and we do need to be talking to them and I still see no problem with me asking the opinion of other BID payers.
- EC – concerned that if we have to tender for everything or cannot use board members it could potentially become complicated for the BID to carry out its business as at what point do you draw the line?
- Tender limits to be discussed in the previously mentioned finance meeting and will look at putting these limits in place.**
- e. Storm Damage Repairs
- Concerns voiced by JH that storm damage at Fistril will not be repaired in time for the summer.
- Suggested by members that CC are waiting for funding as do not want to spend money on the repairs but are instead waiting for grants. The same goes for Towan.
- Decided that BID should act as representatives on this and get in touch with smaller community groups and Cornwall Council whilst consulting with Excess Energy.
- EC to meet with JH and Excess Energy to discuss the matter further and create a plan of action.**
- f. BID Renewal
- Board feel that we still need to work harder to get the message to ther BID members of what the BID is doing. EC – there will be a student doing work experience with us throughout the Summer and one of her projects will be to look at how we market ourselves to BID members.
- SB – important that we show what we're doing in relation to the BID members and the reactive PR work that Excess Energy does
- RC – I think we have an asset in EC and we should utilise her skills and keep her on to assist with moving the renewal forward.
- SB – this should be included in the finance committee meeting next week.**