

Minutes of Board Meeting**October 11th 2012, Newquay Zoo Café****5-7pm****Present:**

Lyndon Harrison

Stephen Hawkey

Andy Hannan

Mark Hazell

Andy Cole

Edward May

Jane Hawkey

Gill Moore

Apologies:

John Coltman

Daniel Trotter

Other:

Eve Wooldridge – BID Manager

Minutes taken by Eve Wooldridge

Signed (BID Director):

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Item	Discussion	Action
	The Board meeting was opened at 17.05pm with 8 Board Members present. Chaired by Jane Hawkey	
1) Minutes of August Board meeting	EW ran through the actions and outcomes of previous board meeting. All actions complete and minutes approved. Signed by Jane Hawkey and Lyndon Harrison	
2) Update from Steve Kessell	SK bought along a proposal from visitnewquay about the BID paying a sum of £15,000 per year for all BID members to have an upgraded listing on the www.visitnewquay.org website. Members of the board had some concerns and asked EW to get some feedback from BID members on if they think this would benefit the members.	EW to ask businesses and add it to the retail forum agenda for discussion. EW to set up meeting with 3 board members to look at alternative options.
3) Director appointment	EW went over the process for appointing the replacement director for John Steer and Veryan Armstrong. The process was not very clear in the Articles and therefore needed further investigation to ensure that the BID could avoid the 3 mail outs required to appoint. EW explained that this would be too much admin to work alongside the Christmas planning of the festive festival and the music and ale festival so projects might have to be put back if the full mail outs were required.	EW to send articles to SH to read over and then ask the board to vote by email on the process of replacing a director.
4) Operational update	EW shared the information that Newquay BID has become a town team partner of the back of the Portas Pilot application and that the BID should be receiving £10K to spend on initiatives to improve the trading environment of the high-street. EW also ran through the proposed groups and activities campaign and explained that NALP were going to put £2k into this campaign. EW explained there was a new funding pot called Future High Street X fund, the deadline for the application is Dec 6 th but due to Christmas events capacity for completing this application was very low.	EW to look at options for managing the groups and activities campaign. EW to have a go at future high street application if time.
5) Events update	EW updated board on Zombie Crawl, Festive Festival and Music and Ale festival .	EW to bring event budgets to next board meetings.
6) PR Calendar	EW gave board updated version of the PR calendar that runs with Excess Energy.	
7) BID year 3	EW suggested that the board meet in Dec for a brainstorming session on what worked well and	EW to set up brainstorming event.

	budgets to determine delivery for year 3.	
8)HR Update	EW announced that Alice Beard had now been taken on as the new Marketing and PR assistant. EW also said that Logan Mather had been nominated for a UCP award for Best Marketing Strategy.	
9)Newquay Safe Media strategy	EW explained that the BID was now working with Cornwall Council to re-work the media strategy for Newquay Safe to ensure that it fits in with the BID and visit Newquay agenda.	