

ST ANDREWS BUSINESS IMPROVEMENT DISTRICT (BID)

Board Meeting

BID Community Room, South St, St Andrews

6pm, Tuesday 25th July 2017

Draft Minutes

Present:

Louise Fraser (Fraser Gallery)
Lindsay Adam (Bonkers)
Pat Jones (OCH)
Cllr. Brian Thompson

In attendance: Rhonda McCrimmon, David Russell

1. Welcome

Louise Fraser, Vice-Chair, welcomed the Board.

2. Apologies

Archie McDiarmid (Luvian's Bottle Shop)
Geoff Morris (St Andrews University)
Alistair Lang (Chairman)
Lisa Giove (The Links Trust)
Cllr. Jane-Ann Liston

3. Minutes of the last meeting

The Board approved the minutes of last month's meeting

4. Matters arising

- **Resignations**

RM Informed the group that Maureen Ferrier resigned as our PR. RM informed the group that we now have enough connections in the Citizen not to have to employ another person to undertake PR for the BID.

RM informed the group that she is resigning effective from 31st October.

RM informed the group that she is happy to undertake the recruitment of her replacement.

- **Re-appointment of Cllr. Brian Thomson**
- **Finance update:** RM updated the board of the current financial situation of the BID. RM gave a detailed breakdown of the expenditure for the various projects being undertaking.
PJ suggested that the BID should open a high interest account. The board agreed.

Actions:

- PJ to open high interest account with RBS

5. **Matters arising for Board approval**

- **Structure of BID**

RM suggested to have a part time BID manager, a full time project manager, and a part time administrator. RM explained that a proportion of the work that can be done by an administrator, relieving the admin pressure and freeing up the time of the BID manager and the project manager to focus on delivering projects. RM explained the benefits of having three in the BID team. The Board agreed.

PJ suggested to word the advert as a flexible work week. The board discussed the pros and cons of having a part time BID Manager and how that could be achieved. The board agrees that an administrator is a must. The board agrees to the part time BID Manager. The Board agrees to changing the Project Manager title to Operations Manager, to more clearly define the roles. The board agrees to change the name of the role from BID Manager to Business Manager. The board agree that RM should begin carrying out the procedure of finding replacements.

Actions:

- RM to begin recruitment process for both roles

- **New Board Member recommendation**

LF explained to the group that they had had a meeting with Peter Wood who is very enthusiastic about becoming a board member. LF explained the benefits of having Peter Wood on the board.

The board discussed the pros and cons of having PW become a board member. The board agreed to co-opt PW until ratification at the AGM.

Actions:

- RM to speak to PW

- **Dunhill collaboration**

Land Train extension to cover the Dunhill. Business collaboration in Links magazine, Festival event on Sat evening.

RM explained to the group that she had a meeting with Gaye from the Dunhill regarding potential collaborations. They want to extend the Land Train for a week. The board agreed. They want to do a window dressing competition for businesses in town. All participants get a pass to Sunday at the Dunhill and the winner gets tickets to the Hospitality lunch. RM explained that the Dunhill are offering to put a free advert in the Links Magazine for businesses who are willing to do a Dunhill Discount. RM informed the group that the Dunhill have invited the Hamish Foundation to apply for a £15,000 grant for the winter lighting fund. The Dunhill want to do a screening of Tommy's Honour with a festival feel, including late openings in town. The board agree that the BID should work with the Dunhill, in terms of providing our resources.

Actions:

- RM to kick off Dunhill collaboration

- **Winter Lighting company**

RM informed the group of the most recent updates to do with the winter lighting project. RM updated the group on the revised quotation from LITE. RM informed the group of the different organisations within the town who wish to pay for lights. LF suggested putting Christmas trees on roundabouts. BT offered to speak to transportation services at the council about putting xmas trees on roundabouts.

The board agreed to work with LITE on this project.

- **Photography Festival Intern**

RM explained that NBW is willing to come to St Andrews and intern at the photography festival. RM asked if the board were willing to pay expenses and living costs for NBW. The board agreed.

Actions:

- DR to arrange travel for NBW

6. **AOB**

The statue of St Andrews at the Botanic Gardens. RM explained to the board about the current situation with the statue of St Andrews.

LM asked if the BID's sponsorship of BITB has had any effect on our online presence. RM informed the group of the increase in likes on St Andrews Live Facebook and the spike in web traffic so St Andrews LIVE website.

The next BID board meeting will be at 6pm, Tuesday 29th August 2017 at the BID Community Room, St Andrews.