



THA Board Meeting

Date: 8th June 2022

Time: 7:30pm

Location: In Person – THA Board Room

Apologies: Steve Littlewood, Laura Hewitt, James Henderson, Vic Linnemann

Board Members Present: Brian Swinbanks, Edd Hewett, John MacDonald, Allan McLean, Lee Gallagher

Staff Present: Anne Fraser, Heather Muckle, Rob MacDonald, Lyndsey McLaren, Grace Lambert

Minutes: Heather Muckle

Description	Action
<ul style="list-style-type: none"> • Apologies • Minutes and matters arising from previous meeting(s) <ul style="list-style-type: none"> ○ Participation challenges with monthly board meetings; need to find a better way to engage moving forward. To be discussed at end of meeting. 	
Harbour Report – Rob MacDonald	
<ul style="list-style-type: none"> • March Near Miss: <ul style="list-style-type: none"> ○ Only just now coming through as a near miss; fish farm cages broke free over near Calve Island. Prior to the incident, THA had been in touch with CES to chase the lease holder of the cages to get them moved prior to them breaking free. Could have been a much bigger issue (navigation, etc.) but it worked out with the help of the fish farms. Incident has been formally noted as a near miss. • Paddle boarders keep getting very close to the ferry and cruise ship tenders. Need to figure out a way to make ferry aware of them. Not just a concern for PBs but also wild swimmers, etc. <ul style="list-style-type: none"> ○ AF: thinks we should write the Gaelic Sports group about the day they were out and the dangers we witnessed. • Latest near miss was someone falling off the pontoon. THA was not able to do anything about it as the woman who fell was driven away quite quickly. • Rob met last month with Ron Bailey and the Harbour Master from Dunbar. Meeting was mainly for sharing information, etc. • Bobby Gunn has been doing well since he has started. • Previous month issue: Discussed concerns brought up by customers who are upset with not getting a discount for being locals. 	<p>AF to get in touch with Gaelic sports group re: the dangers of paddleboarding in the Harbour.</p> <p>RM will assess yearly rates in the winter/off-season.</p>
Aquarium Report – Lyndsey McLaren	
<ul style="list-style-type: none"> • Lyndsey is leaving in mid-June with Grace taking over as Aquarium manager in the interim for the remainder of the season. • May was a great month, looking like a promising season. • Michael is back and super enthusiastic. Hellen MacAllen will be starting next week for the summer season on 3 days/week. • Two weeks of divers have been in which has meant good compressor sales; loads of stock/critters in the aquarium right now. • NWM still doing the servicing of the compressor. 	

<ul style="list-style-type: none"> • Getting really good feedback from return customers including that the aquarium looks more professional. Jellyfish tank turned on yesterday and will be ready for summer. • New website has been launched with a new booking system that allows for season pass sales. • Jamie is volunteering one day a week. Great asset to have – doing everything the rest of the team is doing. 	
Facilities, Business Admin, and May Finance Report – Heather Muckle	
<p>Facilities:</p> <ul style="list-style-type: none"> • Laundry – new machines have been delivered and bringing in steady income. • Front door has been fixed and same company is looking to [possibly] fix our turnstile. Currently getting donations in the foyer but still losing income until turnstile is fixed. • Jim Keenan and Andy Ortchinson doing groundworks on casual hours. • New reception desk in foyer being used by Marine Team. Still ironing out permanent placement. • 26th May – had damage done to disability toilet door by local kids. Have filed a police report and have those responsible on CCTV. • New office space in boardroom; no longer being used as a rental space <p>Business Admin & Finance Notes:</p> <ul style="list-style-type: none"> • Insurance review completed; renewal as of 8th May • Mary finished formally in May; her P45 was sent to her on 9/6/22 • Working to streamline financial processes across both Sage and Harbour Assist and continue to move more processes to Harbour Assist • Looking at possible upgrade packages for Sage that would allow for full Cloud access, better financial reporting (including cash flow and forecasting reports) as well as possible payroll integration. • Seeking someone to complete Market Rate Assessment for all property • Construction next door ongoing, no huge involvement from THA at this stage • FY 2021-22 files have been sent to RA Clements: waiting for draft accounts to review. • Have met with Tax advisors to ensure appropriate tax filing/reporting is in place • ALL Marine invoicing, including fuel invoicing and cruise ship billing, has been moved to Harbour Assist. Annual mooring invoices being sent out by RM this week. • Fuel sales gaining traction. No longer using HTec at all. • Received £7k+ from CalMac for 2021/22 conservancy. 2022/23 invoice has been sent. First time they have paid THA conservancy. • May final reconciliation still in progress. Was a very busy and expensive month due to annual insurance renewal, NWM Spring visit, front door fix, and aquarium stock direct costs. • Finance Director needed to assist with company’s overall financial picture/strategy/forecasting. 	<p>Need to speak with parents of the kids responsible for the damage and let them know that they are banned from the building. Need to determine who from THA will be the one to speak with parents.</p> <p>HM to research and provide Sage upgrade costings to board at July meeting.</p> <p>Board agreed that we need to go out and advertise position. Okay with potentially hiring someone off-island if necessary.</p> <p>HM to follow up with AF on getting job posting pulled together.</p>

General Manager Update

- Ron Bailey got in touch as to whether we wanted to retain him as an advisor for another two years for RM which Anne has agreed to.
 - **Board approved keeping Ron on for an additional two years.**
- British Ports meeting is the 2nd of June – Ron Bailey will be in attendance and has offered to act as our proxy and has also been asked to inquire about hydro fuel on behalf of the THA.
- Tourist information:
 - Getting huge numbers of people sent to us for tourist information. Causing us issues as we don't have the staff or materials to provide this service. AF contacted Visit Scotland but they said they have no intentions to return to Tobermory. They did offer us some materials, but we may need to reconsider our stance on advertising and bring in some money to pay for staff to provide tourist information. We need to open a conversation about it because we need to solve for it.
- Hydro:
 - Received our feasibility report back. Project will, at this time, be too expensive to do for a variety of reasons including the fact that overall costs have gone up and funding won't feed through to a significant investment in hydro.
 - The THA does now have a very detailed technical report on a potential hydro project. AF wants to send the report on to MICT. Project could potentially be done through Green Energy Mull and could set up the terms with them. Focus moving forward is trying to pull together a collective voice on the hydro project.
- AROS:
 - RCGF application submitted for the building. Council liked the application and sent it to Scottish Gov who came back with a few pointers. MICT has also submitted an application for a project so AF now has to prove that the projects will complement each other in order for Scottish Gov to (potentially) support two projects in the same town. HIE is happy to support both projects.
 - AF working on an HIE application for £125k for the pier works
 - Whole project is about £386K. BS has been looking at an alternative (Fusion bridge) which would come in at about £60K.
 - AF is proposing that we would use £50k of THA's money for this project. That money may need to be spent within this financial year. BS: supports doing this and we should look at a way of financing that amount over 5-10 years.
 - BS: supporting this project goes hand in hand with the conversation about the health & safety of water sports users.
 - Someone has come forward who wants to run a watersports centre. They have a lot of prior experience and could do TTT for watersports. These people want to move to Mull to run a business like this. Already runs a paddle sports business. AF has forwarded their information on to the consultant.

AF: Will send the Hydro technical report to MICT.

<ul style="list-style-type: none"> ○ Need to sign a new agreement with CES about the ground agreements. 	
Matters Requiring Board Approval	
<ul style="list-style-type: none"> • Board approved keeping Ron Bailey on for an additional two years. • Aros Project: proposed that THA stand up £50k towards project; board approved with BS suggesting we finance these funds as/when. • Disabled toilet damage incident from 26th May: board agreed that conversation should be had with the parents of those responsible and that the kids should be banned from the building. If they were to enter the building again then further steps will be taken to press formal charges over the damage done to the disabled toilet on 26th May. 	<p>Decision to be made on who will speak to kids/parents and when.</p>
Conflict of Interest Changes to Report	
<ul style="list-style-type: none"> • BS: Declaration that he (KFT) has been doing visuals for Ullapool Harbour Authority and Ullapool mainstreet 	
Any Other Business	
<ul style="list-style-type: none"> • Do we need to pursue a different format for board meetings and/or a different frequency than we have now? Options for this could include using Slack, private section of website for directors to login, less frequent board meetings? <ul style="list-style-type: none"> ○ Decision made to continue meeting monthly and in-person for now. May move to bi-monthly in the future but will see how we progress with in-person meetings. 	

There being no other business the meeting closed at 9:35pm.
