



THA Board Meeting

Date: 16th August 2023

Time: 7:30pm

Location: In Person – THA Board Room

Apologies: Jonathan Marks, Anne Fraser, Lee Gallagher, John H MacDonald, Emma MacDonald

Board Members Present: Brian Swinbanks, Allan MacLean, John A MacDonald, Sam Lloyd, Edd Hewett

Staff Present: Grace Lambert, Rob MacDonald, Laura MacLean

Minutes: Laura MacLean

Description	Action												
<p>Apologies Jonathan Marks, Anne Fraser, Lee Gallagher, John H MacDonald, Emma MacDonald</p> <p>Minutes and matters arising from previous meeting(s): Old fuel tank disposal</p> <p>Approval of June minutes</p> <ul style="list-style-type: none"> Brian Swinbanks; Sam Lloyd 	<p><i>Fuel Tank disposal RM to complete</i></p>												
Harbour Report													
<p><u>Port Marine Safety Code</u></p> <p>Accidents and incidents:</p> <ul style="list-style-type: none"> No accidents / incidents <p>Security Report:</p> <ul style="list-style-type: none"> No Incidents <p>Oil Spill Update</p> <ul style="list-style-type: none"> Oil Spill Plan has been fully submitted. We are still waiting for any comments from the MCA. Ron will Chase this up <p>Fuel Report:</p> <table border="0" data-bbox="97 1624 734 1825"> <thead> <tr> <th></th> <th>July 23.</th> <th>July 22</th> </tr> </thead> <tbody> <tr> <td>Commercial:</td> <td>46628.06</td> <td>30888.19</td> </tr> <tr> <td>Leisure:</td> <td>22065.37</td> <td>22164.96</td> </tr> <tr> <td>Total:</td> <td>68693.43(+15K)</td> <td>53053.15</td> </tr> </tbody> </table> <p>For the month of July, Commercial Fuel amounts are up on last year, with Leisure staying about the same. We have sold over 15 ½ thousand litres more than last July.</p> <p>We seem to have got to the bottom of any issues we had last year, by sticking to the checks we implemented at the start of the year.</p>		July 23.	July 22	Commercial:	46628.06	30888.19	Leisure:	22065.37	22164.96	Total:	68693.43(+15K)	53053.15	
	July 23.	July 22											
Commercial:	46628.06	30888.19											
Leisure:	22065.37	22164.96											
Total:	68693.43(+15K)	53053.15											

Pontoon Report

	July 2023	July 2022
Commercial	434 (+ 134)	300
Leisure	2161 (+334)	1827

Both Visitor and Commercial Numbers were up for the month of July, Compared to 2022

Rib

AHS services have done their best with the current engine. We do need a new engine very soon.

It was suggested at the last Board meeting smaller engine would do.

We have looked at this, and for the following reasons think we need to go for the bigger engine.

- 1 – Towing
- 2 – New Boat over the next few years – not worth the hassle for coded?
- 3 – Oil spill kit.
- 4 - Engine not working as hard.

Other

Ron Bailey – Ron will be visiting us whilst we have a cruise ship on the 6th September 2023. This is just a catchup visit – no audit this time.

Colin Bassam – from Port Training Services will be here Friday to begin Joe and Bobby's NVQ's. Undertaking some training and assessing over the weekend.

CMAL deputy Harbour Master came to chat about mooring. They are going to get someone to check it over and maybe get rid of it for a nominal fee in order to give back to the community. However it may not be worth us taking it because it's a substantial piece of kit. Until they do their checks we won't know.

SL going to get prices to RM for possible outboard

Aquarium Report – Grace Lambert

*Income compared to previous years.

We increased our ticket prices by an average of 8% this year and so far, our income through the till is up by 30%

Visitor numbers are also up by an average of 20% despite the decreased ferry service earlier this year.

*Shut end September, release day, hopefully, 1st October.

Grace maternity leave starts at beginning of October so proposal to shut early due to staff holidays. Board wondering if there might an alternative for the couple of weeks – a person that the staff can go to.

EH wondering what the staff left over feel about it – GL will investigate other options including reduced opening.

***Job advert for Aquarium Manager (Mat Cover) will go live at the end of October with the aim of employing somebody to start mid-January.**

***Currently thinking of ways to bring in income over the winter – keeping the shop open/kids club/play space etc.**

Compressor can be transferred to Harbour Team if Aquarium was unable to do it.

Facilities, Business Admin - Annette Stirling – Read by LM

Facilities:

- No major updates – push taps installed in ladies – big difference
- Getting quotes for shower wet walls to replace the tiles (easier to keep clean and look better too)
- Waiting for retail entry date so we can start getting shop fittings organised etc.

Finance Update – Laura MacLean

Finance:

- Current Account reflects a payment to TSL (£24,771.80) but not yet received funding so quite favourable today but more so when the funding lands
- Aged debt was paid
- At a small ad hoc meeting with some Directors I had advised of another larger debt – half of this is now paid and the other half will be with us in due course
- Accounts for last year are about to be finalised

August Financial Snapshot:

Account	Balance on 16/08/2023
Current (Business) Account	£31,458.70
Fuel Account	£67,009.94
Cash Management Account	£125,906.52
30 Day Notice (Asset Mgmt.) Account	£20,323.90
Total	£244,699.06

General Manager Update – Anne Fraser

- **40th/20th celebration** – since there has been no progress on this and we are now midway through August, I propose we turn the AGM into a celebratory event instead. We produce a report which will be sent out to members in advance. We can load the Aros hall up with pictures past and present and (hopefully) some designs of future plans. Then hold a short AGM procedural meeting followed by a party (including food drink and a ceilidh). Nettie has agreed to help organize, if directors approve?
- **Strategic plan** - I’m currently working on a business plan for our lender, which is due at the end of this month. This will be a more an operational plan. But I will also do a reflection report on work we have accomplished in the past few years (including projects -The funders like to see outcomes reported and due to covid this has not be easy to showcase up till now). This will then lead on nicely to producing a strategic plan in time to present at

SL WANTING TO BE INVOLVED

the AGM in November. I will send out a meeting invite to start work on the strategic plan early next month.

- **Aquarium/Grace mat leave** – Grace is due to finish up at the end of September. Therefore, we propose to close the aquarium early so that Grace can go on maternity leave without worrying about managing the aquarium from afar. The staff have holidays to take, so can finish their contracts early and spend October cleaning up and shutting down operations. MM will still be employed part-time over the winter - he will run the shop and have a play/cinema space opened a couple of days per week. We intend to advertise acting Aquarium manager role in November, with the aim to have someone in post from January. This is to ensure we do have a suitable replacement in post before we advertise for seasonal staff. If we do not have enough quality candidates for the post, we could end up having to shut the aquarium down for next season as Grace is not due back from Mat leave until Aug next year. MM could be offered work in other business areas. Hopefully it won't come to this. We have engaged Lyndsey to come and help us with recruitment and training of the new manager whilst Grace is on mat leave. We will do a full costing exercise next month, once we see August's income figures.
- **Purchase from FLS Tobermory Slipway** – can you please decide if you agree with the HOT issue by FLS? They are proposing £5k figure to buy the land. We can buy outright or go down the funding route. I think it will be a difficult one to fund, there is not really business case, and the amount is so small that it won't be worth the amount of time and cost to build up a project to attract funding.. Please note we will need to pay legal fees and land registration fees as well, (I would estimate about £3k-£5k) FLS have kindly agreed not to charge us for their legal fees (which is normal proceed for purchaser to pay for the landowner's fees also).
- **Aros waterfront** –
 - **Pier project** which is almost complete. We are just waiting for signage. The site will remain closed as we hope to continue with the boathouse project soon. Temporary warning signs have been put up to cover liability until the permanent signs are erected. We now have to go out to tender on the bridge and pontoon works. JM went to look at the pier and was very impressed. Tidy work and very much worth the money.
 - **The boathouse** - designs were finalised and building warrant has been granted. The invitation to tender was met with a healthy response, however only one tender has been returned. We are now working the QS and architect to make sure the tender is up to quality before we can proceed. A progress report will go to the funders by the end of the month, so we hope we will have at least one quality bid by then to present and hope that will satisfy their requirements. Ideally, we should have 3 quality quotes, but we will present what we have and see how we get on. Should have an update at the next meeting.
- **Seafare** –short update - but we are not much further with Seafare. We signed the loan agreement last week, but still waiting to hear back. We still don't have a completion date and Nikky is getting impatient. All chased again, so hopefully now the loan agreement is in place we can get the funds released soon.

Matters Requiring Board Approval

- 40th/20th Ceilidh – Board have approved a family friendly celebration and planning can commence. Budget to be set at next months’ Board Meeting
- Purchase of land at Slipway from FLS – Board have asked that we delay this purchase as it would be better if the field in Aros was included in the sale – it was suggested that we approach FLS regarding Aros in the hope that would get the ball moving
- Motion to move the frequency of Board Meetings from monthly to quarterly. BS suggested it might be better to hold meetings bi-monthly and the Board have agreed – with ad hoc meetings called when the need arises

Any Other Business

- Brian says Anne and Nettie were missed!!

There being no other business the meeting closed at 21:05 pm.