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**Minutes of the Annual General Meeting of Shetland Tourism Association**

Held Thursday 21st November 2019 at 6pm in Busta House Hotel, Brae.

1. **Attendees**

The meeting was attended by office bearers Emma Miller (Chairperson), Steve Henry (Vice Chair) and James Tait (Treasurer). In the absence of a secretary, Stephenie Pagulayan (Development Officer) took the minutes of the meeting.

In addition, members in attendance were as follows: Martin Tregonning, Gillian Henry, Ruth Dale, James Tonge, Joel D’Eathe, Davy Cooper, Donald Robertson, Kathryn Herculson, Marjory Bowie, Wendy Nicol, Jolene Garriock, Les Sinclair

1. **Apologies**

Kitty Corbett, Claire Griffiths, David Malcolm, Terri Malcolmson, Laurie Goodlad, David Nicol, Fiona Stirling, Ailsa Sangster, Grant Redfern.

1. **Approve minutes of 2018 AGM**

The minutes of the 2018 AGM were proposed by Steve Henry and seconded by Jolene Garriock.

1. **Matters Arising**

Other than the pre-existing agenda items, there were no current matters arising.

1. **Summary and approval of Constitution Amendments**

The document containing the proposed changes to the STA constitution was circulated in advance of the meeting, and hard copies were provided for members perusal. Emma highlighted specific changes.

There being no objections to the changes they were proposed by Emma Miller and seconded by Steve Henry. Members voted unanimously to pass the new changes with the new constitution being in place from the date of this meeting.

1. **Chairpersons Report**

Emma read out her chairperson’s report specifically highlighting the significant work over this last year thanks to funding from HIE, SIC and STA’s own funding to employ the services of a Development Officer. She also noted wider achievements such as STA’s representation on key local strategic groups including a lead role in co-ordinating the local Tourism Strategy. Emma asked the members present for feedback on what they would like to see going forward, inviting them to approach the committee or Development Officer with any ideas to support their businesses to grow, work together and thrive.

She concluded by noting the growing tourism industry and the many opportunities for development on the horizon. She urged members to renew their membership and recommend STA to their fellow business owners, reminding the meeting that ‘the more members we have, the bigger voice we have’.

Emma thanked Development Officer Stephenie for her work over the past year and wished her well for her future as she will be leaving. Stephenie will be remaining in post on a part time basis until the new post holder has been recruited.

1. **Financial Report**

A financial summary report was provided to the meeting. Treasurer James Tait explained the financial summary highlighting the development worker post funds which are split 53% HIE, 35% SIC and 12% STA. He noted that the development officer salary and website had been the most significant costs this year, with the website coming in on budget. There was a surplus for 2019 at 1793.68, over double that of 2018 at 614.80. The year end closing funds were also significantly higher in 2019 (6587.57) compared to 2018 (4793.89) however 2019 had a much higher expenditure than 2018, (5606.32 in 2019 compared to 1358.20 in 2018)

**Election of Executive Committee Members and Office Bearers**

Emma reported on the current representation on the STA Executive Committee and highlighted positions needing filled. All current office bearers are to continue in their posts with the exception of the secretary who has now stepped down. Terri Malcolmson has volunteered to take on this position should nobody else come forward. There being no volunteers, Emma Miller proposed this motion and was seconded by Gillian Henry. Other changes were as follows:

* Representation is required to cover sector ‘Guest Houses and B+Bs’, Stephenie will contact members to see if anyone wishes to take on this role.
* Emma gave an overview on the current associate members of the STA Committee. She explained that Sandy Middleton from Amenity Trust had advised she would be stepping down. Davy Cooper will clarify if Amenity Trust wishes to provide an alternative representative to attend meetings.
* It was discussed and agreed to invite Lerwick Port Authority to attend meetings as an associate member.
* Representation to cover sector ‘Sport and Leisure’ is required. Wendy Nicol was nominated by Jolene Garriock and seconded by Martin Tregonning.
* Northlink Ferries have been approached to fill the vacant sector ‘Transport and Travel’
* Representation to cover area ‘Lerwick and Bressay’ is required, Martin Tregonning was nominated by James Tait and seconded by Steve Henry.
* Representation to cover area ‘Central Mainland’ is required. Jolene Garriock was nominated by Joel D’Eathe and seconded by Gillian Henry.
* Representation to cover sector ‘Food and Drink’ is required. Kathryn Herculson was nominated by Emma Miller and seconded by Steve Henry.
* Representation to cover area ‘North Isles’ is required. Current Executive Committee Member Les Sinclair was nominated by Steve Henry and seconded by Martin Tregonning.

Following this AGM, the current Executive Committee is as follows:

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| **OFFICE BEARERS** | |
| Chairperson | Emma Miller |
| Vice Chair | Steve Henry |
| Treasurer | James Tait |
| Secretary | Terri Malcolmson (new position) |
| **SECTORS** | |
| Hotels & Inns | Joel D’Eathe |
| Guest Houses & B&Bs | Kathy Coull |
| Self-Catering | Steve Henry |
| Retail & Crafts | Terri Malcolmson |
| Visitor Attractions | *Vacant* |
| Sport and Leisure | Wendy Nicol (new) |
| Transport Companies and Travel | *Vacant* |
| Tour Operators | James Tait |
| Food and Drink | Kathryn Herculson (new) |
| Voluntary Sector | Rosemary Inkster |
| Events | Emma Miller |
| **GEOGRAPHICAL AREAS** | |
| North Isles | Les Sinclair (new position) |
| North Mainland | Davy Cooper |
| Central Mainland, Whalsay and Skerries | Jolene Garriock (new) |
| Lerwick and Bressay | Martin Tregonning (new) |
| Westside, Papa Stour & Foula | Elizabeth Nicolson |
| South Mainland & Fair Isle | Donald Robertson |
| **ASSOCIATE MEMBERS** | |
| Visit Scotland | Steve Mathieson |
| Fiona Stirling | HIE |
| David Nicol | Promote Shetland |
| Robina Barton | ZetTrans |
| *New representative to be provided* | SIC |
| *To be invited* | Northlink Ferries |
| *To be invited* | Lerwick Port Authority |

1. **Correspondence**

Emma detailed that there are still responses required for the recent tourism barometer survey. Shetland currently has 28 responses and if we have 30, data will be released.

1. **AOCB**

Vice Chair Steve Henry wanted to thank Emma Miller on behalf of the association for all her hard work over the past year. There being no further business the meeting was closed.