

North Skye Broadband Steering Group Meeting No. 4

24th September 2015 – HIE Offices Portree – 1800

Minutes

Attendees: Geoff Semler (GS), Robin Crorie (RC), Moira Scobbie (MS), James Calder (JC), Niall Till (NT), Charles McCrimmon (CMC), Nick Duffill (ND), Elgar Finlay (EF), Alastair Nicolson (AN)

Apologies: Martin Farquhar, Nigel Redfern, Roy Bennett, Hugh Ross, Dominic Houlder

1. **Declarations of interest:** As per meeting No. 3
2. **Previous Minutes** were accepted with one minor correction to action 5. The document to be circulated was the Steering Group TOR not the scoping document.
3. **Actions from Minutes:** All actions from the previous meeting were completed
4. **HIW/CBS Update:** AN provided the latest cut of the post codes attached to exchanges that will currently not get fibre, plus a few of the known distant outliers on exchanges that will get fibre. AN went on to say that this set of codes should give a minimum of a 1000 premises in our scope and we could reasonably expect that number to grow as the BT optimisation becomes more refined. AN expected it to be another 4 to 6 weeks before the Phase 1 definition was completed.
5. **Progress:** EF met with John McRae from Edinbane who said they are happy to support NSB going forward, wished to be kept informed of progress and if we felt it necessary would provide someone to sit on the Steering Group. EF also produced a map with the post codes (re 4 above) represented with stars. It was agreed it would be useful to produce this map but showing the whole postal code area rather than a pin point, in order to better represent the area we are addressing. It was also agreed this map plus some appropriate wording would be a useful follow up to the briefing document. It was also reported that North Skye Broadband (2015) Ltd. had been incorporated (on 11th September 2015) and that the bank account was in the process of being set up. Once that was complete the other paperwork for members and Board members would be completed.
Action: ND to produce map and EF write dialogue to go with it. **By 01/10/2015.**
Action: RC do the paperwork for members and directors once Bank account is open.
6. **Steering Group TOR:** Document agreed by meeting
7. **PM Job Spec.:** Document agreed by meeting
8. **PR Strategy:** The draft strategy was discussed and it was agreed that it needed further detail and that some of the PR/communication matters were becoming pressing (e.g. distribution of briefing note, liaison with Community Councils and other bodies, web site and Facebook

updates, etc.). MF should be back in the UK next week we should be able to make further progress then. GS raised point re communication from email addresses and it was agreed that each member will have a NSB email account provided for ease of use and outward communication

Action: All to provide feedback to MF on PR strategy document **By 01/10/2015.**

Action: RC to set up webmail/email accounts for members.

Action: EF Ask all for suggestion for trading names/branding ideas for NSB, and if possible see if contacts can offer any assistance or advice. Provide feedback at next but one meeting.
By 22/10/2015

9. **Briefing Note:** The briefing note was reviewed and with the addition of the comments from EF is complete.

Action: NT Amend Briefing Note to cater for EF Comments and re-issue. **By 27/09/2015**

Action: Discuss and agree the hit list for the briefing note with MF. **By 30/09/2015**

10. **Expenses Policy:** The draft expenses policy was agreed unchanged.

11. **Gaelic Policy:** There was a discussion on the merits of varying degrees of Gaelic translation being performed on NSB documentation and the potential costs and subsidies that may be available. Generally, it was thought that in the short term it probably was not a huge exercise to be largely bilingual, however that may well change as the roll out and operational phases get underway. As a result of the discussion RC has agreed to draft a "statement of Intent" for NSB.

Action: RC draft Gaelic statement of Intent. **By 01/10/2015**

12. **Steering Group Officers:** Expressions of interest were received from Charles McCrimmon for Deputy Chair and Roy Bennett for any role other than Secretary. Roy Bennett was unanimously elected Chair and Charles McCrimmon was unanimously elected Deputy Chair. The post of Secretary remains vacant. GMS offered to continue to take the minutes at SG meetings in the absence of a Secretary, but not indefinitely.

Action: All Give thought to taking on the role of Secretary to the Steering Group. **By: 08/10/2015**

13. **AOB:** It was agreed to continue with fortnightly meetings for the next 8 weeks. All meetings will be start at 1800 in the HIE Office on 8th & 22nd October, and 5th and 19th November. Both EF and GMS apologised for absence in advance for the 8th October Meeting.

**Geoff Semler
Chair & Scribe**