

**Moray Economic Strategy  
World Host Meeting  
7<sup>th</sup> of October 2014, 10.30 am  
Board Room, HIE Moray, Forres**

**MEETING NOTE**

<b>ATTENDEES</b>	Alistair Farquhar (AF) – North East Arts Touring; Andrew Anderson (AA) & Nicole Green (NG) – Highlands & Islands Enterprise; Cameron Taylor (CT) – Moray Chamber of Commerce; David Stewart (DS) – Highland Retail Academy; Dawn McNiven (DM) – Strategic Communications/dmdotpr; Debbie Herron (DH) – Forres Area Community Trust; Gill Neill (GN) – Elgin BID; Jim Morris (JM) – Moray Council; Peter Fitch (PF) – Federation of Small Businesses; Sam Dowdall (SD) – Christies of Fochabers; Anna Templeton (AT) – Moray College UHI; Legh-Anne Hepburn (LH) – Out of the Darkness Theatre Company.
<b>APOLOGIES</b>	Cllr Gary Coull (GC) – Moray Council; Craig Robertson (CR) – Business Gateway; David Allen (DA) & Kate Tetley (KT) - People 1 <sup>st</sup> ; Frances Webster (FW) – Skills Development Scotland; Zillah Jamieson (ZJ) – Banffshire Coast Tourism Partnership; Tami Wilson (TW) – Moray College UHI.

1) Review of Previous Meeting Note – 23.09.14

Accepted as written.

2) Feedback on Actions from Previous Meeting

All actions completed to date.

3) Campaign Plan

Draft from DM has been circulated to all. DM ran through the actions in the plan. Dates to be altered to suit new core schedule of training.

DM to send draft Northern Scot column to CT for approval.

NG to send photos from meeting to DM.

DM to investigate any costs associated with actions in Campaign Plan.

Event No 7. – Course – Students on Course – JM to arrange dates for this. 30 students ready to book onto course.

4) Marketing and Promotion

Covered in item 3 above.

Logos – Use Moray Speyside logo aswell as World Host logo in all materials.

NG to investigate prices for assorted branded materials.

5) Project Implementation Plan

Plan revised and updated accordingly.

6) AOB

Email from DA – Email was circulated to all for reference. AA gave a run through of each point for the group. AA to request Marketing Tool Kit is sent to NG in his absence.

Training Schedule - CT to circulate overview of timetable of training, produced at providers meeting.

Booking Mechanism – Schedule will be made available with trainers details. Contact to be made with trainer directly.

Student Internships – Suggested that students undertaking their four week work placement internship may be able to count towards their workplace's business target. Students must complete registration using their employer's business name, rather than the school name.

Subsidies – AF to investigate possibility of funding in Buckie area for subsidising courses. DH to investigate for Forres Area.

Business Status Award - Congratulations to the Beechtree Restaurant at Moray College UHI who have reached Business Status. Moray College UHI are also delivering courses through lecturing and employability work. NG to check with People 1<sup>st</sup> on statistics reporting schedule.

Internship – CT to draft a Job Specification for an internship and discuss with AT.

Agreement with People 1<sup>st</sup> – CT to ask Margery McLennan to sign on behalf of the Moray Chamber of Commerce.

Grant Arrangements – Any invoices which are to be paid with the People 1<sup>st</sup> grant are to be sent to CT.

#### 7) Schedule for Future Meetings

Meetings to be scheduled at six-weekly intervals, moving forward. This will begin week commencing 17<sup>th</sup> of November.

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**ACTIONS FROM MEETING**

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<b>ACTION NUMBER</b>	<b>AGENDA ITEM</b>	<b>DECISION</b>	<b>ACTION BY</b>
1	3	Investigate any costs associated with actions in Campaign Plan	DM
2	3	Send draft Northern Scot column to CT for approval	DM
3	3	Send photos from meeting to DM	NG
4		Investigate prices for assorted branded materials	NG
5	6	Circulate overview of timetable for training, produced at providers meeting	CT
6	6	Investigate possibility of funding in Buckie area for subsidising courses	AF
7	6	Investigate possibility of funding in Forres area for subsidising courses	DH
8	6	Check with People 1 <sup>st</sup> on statistics reporting schedule	NG
9	6	Draft a Job Specification for an internship and discuss with AT	CT
10	6	Ask Margery McLennan to sign agreement with People 1 <sup>st</sup> on behalf of the Moray Chamber of Commerce	CT
11	6	Request Marketing Tool Kit is sent to NG	AA