



future meeting.			
<b>ACTION</b> It was agreed to add an agenda item for a future meeting to work on the design specification which will feed into the budget costing undertaken by the QS.	<b>SS</b>	01/08	
<b>ACTION</b> SS to distribution the information on eco-friendly building materials compiled by Derek.	<b>SS</b>	01/08	
<b>Communications &amp; Community Engagement</b> - <b>Steering Group membership</b> - The group welcomed new members SA & MT from the Craignure Village Hall Committee. Letters sent to Maureen Dehany and Adrian Fitness but no response yet received- phone messages left. - <b>Centre name</b> - SB provided a list of Gaelic translations which were then discussed by the group. The name 'An Roth' (meaning the wheel in English) was agreed as the recommendation to be put forward to the MICT Board.			
<b>ACTION</b> DC to present to the MICT Board at the next Board meeting (14 <sup>th</sup> August).	<b>DC</b>	01/08	
<b>ACTION</b> SS to send MICT staff and Directors contact details to SA & MT.	<b>SS</b>	01/08	
- <b>Other comms. related items</b> - The Steering Group suggested that a project progress update should be provided to our MSP, MP and Councillor.			
<b>ACTION</b> SS to draft the correspondence and circulate for review & comment.	<b>SS</b>	01/08	
<b>Market Research</b> SS gave an updated on progress- work currently underway on the plan, costings and funding for the market research activities and survey design for use at the Salen and Bunessan shows. SS presented a milestone plan which provided an idea of the key activities and when they would be occurring. The Steering Group liked the format and agreed to use this plan at future meetings. The following feedback on the proposed activities was received from the group: -Suggestion that in addition to an 'open' day on the site there should be presentations given to community groups and an 'open' session at the Craignure Village Hall. -Agreed at this stage that an artist's impression was not needed. The group felt that the plans would provide enough information and interest to complete the market research. -Recommendation that prior to sending out the postal surveys to mainland businesses a telephone call should be made in order to obtain a contact name and an understanding of whether or not the business operates on Mull & Iona. Following these suggestions the Steering Group agreed the plan and gave the go ahead for work to progress on this basis.			
<b>ACTION</b>			

	<p>SS to circulate details of suggested fact finding visit locations.</p> <p><b>Project Planning</b> Update given on progress with overall project plan. Initial planning process complete with the design, requirements gathering, market research and funding activities identified and broken down. First steps made on understanding the dependencies, risk, issues, costs and timescales associated with the activities. Next steps are to develop this further using the MS Project software to analysis the critical path for the project.</p>	SS	01/08	
2c.	<p><b>Funding Approach</b> The following update was given: <b>Design team &amp; Council dept. fees-</b> AIE have agreed to fund on a staged basis. AIE to discuss the details with Shauna. Paperwork to be send directly to Shauna and updated contract to be issued. Shauna then to contact the QS and Structural Engineer to obtain a quote for their services. <b>Market research/feasibility study-</b> Application to the Scottish Community Foundation in progress. The Development Trust Association Scotland have agreed to fund the fact finding visits, a resource to complete the statistical analysis and a consultant to review the survey work. <b>Big Lottery fund-</b> First contact made regarding both the Investing in Ideas Fund and Investing in Communities fund. Process agreed by which to proceed with applications. Next step is to start the Investing in Ideas application following completion of the market research planning.</p>			
3.	<p><b>Project Issues &amp; Risks</b> SS presented a log detailing the issues &amp; risks currently faced by the project. A notes sheet on the proposed issue, risk and change management process was also handed out. <b>ACTION</b> All Steering Group members to review the log and process notes and provide feedback to SS (any new issues/risks? any missing? thoughts on the ratings and/or process?)</p>	ALL	01/08	
4.	<p><b>Decisions/Approvals</b> The following decisions/approvals were taken: - Market research plan approved. - Recommendation for centre name decided. - Decision made on kitchen requirements &amp; usage (see point 2b.)</p>			
5.	<p><b>AOB</b> <b>ACTION</b> Question raised about Sub-Committee terms as stated in the MICT constitution. SS to check and amend the Steering Group terms of reference accordingly.</p>	SS	01/08	
6.	<p><b>Date &amp; Time of Next Meeting:</b> 7<sup>th</sup> Sept. <b>Time:</b> 8pm. <b>Venue:</b> Craignure Village Hall? TBC</p>	SS		