

Tuesday 11th October

Next meeting will be held on Tuesday 13th December at 12pm.

Attending the meeting was:

Stephen Bremner
Craig Leith
Linda Bain
John Banks
Brian Trafford
Jessica Bayley-Williams
Daniel MacKinnon
Linda Mackay
Sue Marques

Apologies for being unable to attend from:

Paul Watson
Darren Findlay

Agenda

1. Communication

The forum, it is hoped, will be a point of communication & feedback, a place where without fear or favour, concerns, issues, commendations & congratulations can be expressed. The commitment from the company owners is these will be listened to, investigated & where appropriate actioned.

2. Social

The forum, it is hoped, will provide a platform for social interaction, be it parties, events, team building or anything else you may think of, your ideas please.

3. Community

The Forum, it is hoped will set up a new Ashley Ann community fund as of April 2016. The fund will enjoy an annual donation from Ashley Ann as a percentage of the company profits. It is also envisaged that the fund will provide a platform for us all to use our initiative to run charity events. All moneys raised will be distributed to Local charities, the forum will decide the merits of each request and will make the award decisions.

4. Any other business

New business

1. Communication

Discussion point 1

Brian	
Reminded the board of the lighting issues out at the back entrance and the side car park was also reminded of which was going to be looked at and replaced with new low cost LED lighting ready for winter from one of the earlier meetings.	
Action Point	Brian to tag this on to the Production planning meeting and see if we can get Neil to have a look at implementing this.

Discussion point 2

John	
Machine shop area reported too warm.	
Action Point	Brian will also tag this on to the Production panning meeting to see if we can get an electrician to allow the heating fan system to work with fans only and no heat to help cool the area.

Discussion point 3

John	
Second forklift desperately needed to operate in the factory costing time and money every day.	
Action Point	Stephen is to evaluate this and look into this and report back on options.

Discussion point 4

Daniel	
Door box wheels are a consistent problem where they break – is there an option to replace these with heavier duty wheels.	
Action Point	Brian to take this point to the Production planning meeting as well see if we can get it resolved.

Discussion point 5

Linda Mackay	
The newsfeed function we have is not being utilised to its potential, would like to see more information and content more regularly.	
Action Point	Jess to advertise access to the Newsfeed around the notice boards and gather more content for the site. Linda Mackay to get photographs and small Bio snippets from new starts to post on to newsfeed. Jess to start using content from social media for the newsfeed as well.

Discussion point 6

Linda Bain	
A feedback, suggestions and improvements box would be good in the Tea na bowlie café to suggest menu ideas or leave feedback.	
Action Point	Stephen to discuss with Elaine the idea of this. Linda Bain and Jess to organise sourcing and setting up of the suggestions box.

2. Social

Discussion point 1

Stephen	
The Shindig went down well for Ashley Ann's 30 th celebration. Forum members all agreed that the same format would be best for the Christmas party on the 23 rd December finishing work at	
Action Point	Organising to be done by Jess & Daniel and ask Nicola to get involved with some ideas for games etc, ask Gary to help and organise the bar. Jess to find out if the stuff borrowed to Nicolson's has been returned – if not arrange for its return.

Discussion point 2

Stephen	
Looking for volunteers and ideas to raise money towards charities – as an organisation or an individual.	
Action Point	All representatives to feed this back to team members and get ideas for fundraising and any volunteers to come forward for any individual fundraising events.

Discussion point 3

Stephen	
Want to commend Nicola on the great success of raising £528 at the MacMillan afternoon at Tea na bowlie café who took the time on her day off to organise everything. Inverness also raised £270 for MacMillan research at their coffee morning.	

3. Community

Discussion point 1

Stephen	
This years sponsorship Mey 10K - £200 The Bowling Club Thurso - £250 Wick Academy - £3000 Wick bowling club - £200 Wick Darts Thurso Acks	
Action Point	All representatives to feed this back to team members and get ideas for next year's sponsorships.

Discussion point 2

Stephen	
All proceeds raised for charity are going to be matched by Ashley Ann and distributed evenly amongst our chosen charities for this year. Next year we will have a charity of the year where they will have the sole amount awarded to them again the total will be matched by Ashley Ann and a PR for totals raised will be organised. We would also like to see a target set for next years' chosen charity and see if we can push to make it happen.	

Action Point	All staff's suggestions for next years' charity of the year are welcomed and the charity will be voted on and agreed at the end of this year/ start of next year.
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4. Any other business

Discussion point 1

Craig	
It was suggested that it would be good for the Company to recognise long service employees in some way with perhaps an extra day's holiday after X amount of years working within the business or something.	
Action Point	Linda Mackay to look at a suitable gift of recognition for long service employees and feed back to the next meeting.

Discussion point 2

Linda Bain	
The question of overnight security was raised with access to factory floor, offices, locker rooms etc out of hours. The idea of cameras was mentioned but staff may be more uneasy with these around the workplace. There are overnight processes in place which should be adhered to and if so should keep the site secure. – No Action required	

Discussion point 3

Brian	
Will the forum be continued with the current members? We would like to see the forum run for another 2 years at least with the same members and then see how it goes and open up the opportunity to others in the work force.	