

## BOARD MINUTES

Date and Time	4 <sup>th</sup> March 2014
Location	Fèis Rois Office, Strathpeffer Road, Dingwall
Purpose	Quarterly Meeting
Present	Fiona Dalgetty (Chief Executive), Harriet Dempster (Chair), Carole Miller, Maggie MacDonald, Duncan MacQuarrie, Mark Sheridan, Caroline Hewat
Apologies	Colin Sandilands, Colin McLean and Jennifer McGlone

## SUMMARY OF ACTION POINTS

Action Ref. Number	Action	Responsibility	Time line
Item 1	Staff PRD / appraisal process needs to be reviewed	Executive Group	Before June 2014
Item 2	Explore the possibility of a Masters / PhD Student evaluating the Fèis Rois education Portfolio	FD & MS	Before June 2014
Item 3	Explore the costs of creating a short film	FD	Before June 2014
Item 4	Confirm the date of the planning day	FD	ASAP

### Agenda Item

#### 2014.01.01 Preliminaries and Matters Arising

Harriet Dempster welcomed everyone to the meeting and thanked Colin Sandilands for chairing the previous meeting. Apologies were noted (see above). The minute of the previous meeting on 3<sup>rd</sup> December were agreed as a correct record. The minute was moved by Duncan MacQuarrie and seconded by Colin Sandilands.

The only outstanding matter arising is the review of the existing appraisal system. The Executive Group will meet to look at a new model before the June Board meeting.

**ACTION:** Executive Group to draft a new appraisal procedure.

#### 2014.01.02 Reports and Updates

##### (a) Financial Report

The Board approved the 2014/15 budget and thanked Fiona for her work on this.

##### (b) Staff Reports

The Board thanked the staff for their work over the past quarter.

Following on from the last Board meeting where it was agreed that there was a need to review core income and expenditure and make savings where appropriate, the Board approved the new part-time post of Community Classes Co-ordinator to replace the previously existing post of Informal Education Portfolio Manager.

A discussion was had around the possibility of commissioning an evaluation of the work of Fèis Rois in formal education settings.

**ACTION:** Fiona Dalgetty & Mark Sheridan to explore this further.

The Board congratulated Katie MacDonald on the work she has done to create a short film showcasing youth music in Highland for the Highland Youth Music Forum. Harriet Dempster suggested we create a similar film to showcase the breadth of work delivered by Fèis Rois. Fiona pointed out that whilst we already have some high quality footage, we would need to find funds to film a number of other events and to edit the material into a short film. A discussion was had around the purpose of such a film and the benefit versus cost.

**ACTION:** Fiona to investigate the cost of creating a short film showcasing the work of Fèis Rois

### **2014.01.03 Strategic Planning Overview**

Harriet Dempster requested that the staff highlight the participant and audience numbers clearly for each event, and that these figures are collated centrally on an on-going basis rather than in separate reports.

The strategic and artistic plan for 2014/15 was approved by the Board.

Fiona updated the Board on the Creative Scotland funding review and new 10 year plan. It was agreed that the Board should have a strategic planning day in May to work on the Fèis Rois Business Plan for the period 2015 - 2020. The 19<sup>th</sup> May 2014 was proposed with the following outline for the day:

10am – 1pm	Board and Chief Executive only
1pm – 2pm	Staff to join the Board for lunch
2pm – 5pm	Staff and Board session

**ACTION:** Fiona to confirm Board / staff away day in May.

### **2014.01.04 PR Update**

The Chief Executive circulated a file containing all recent press cuttings for information.

Young musicians from Fèis Rois performed live on Janice Forsyth's Culture Studio programme on BBC Radio Scotland on Friday 24<sup>th</sup> January.

Young musicians from Fèis Rois and our partner organisation, The National Celtic Festival (Australia) performed on BBC 2 television on Saturday 25<sup>th</sup> January as part of the live broadcast of the international Robert Burns concert from The Hydro in Glasgow.

### **2014.01.05 Notified AOCB**

N/A

### **2014.01.06 Date and time of next meeting**

It was agreed to move the date of the June meeting from 3<sup>rd</sup> June to 17<sup>th</sup> June. The meeting will take place at 7pm at the Fèis Rois office in Dingwall.