

BOARD MINUTES

Date and Time	10 th November 2015 at 8.15pm
Location	Coul House Hotel, Contin
Purpose	Quarterly Meeting
Present	Rachael Duff (Acting Chief Executive), Harriet Dempster (Chair), Colin Delmonte, Conal McDonagh, Shannon Cowie, Maggie MacDonald, Colin Sandilands, Nicola Simpson (on behalf of Arthur Cormack)
Apologies	Caroline Hewat, Mark Sheridan, Arthur Cormack

SUMMARY OF ACTION POINTS

Action Ref. Number	Action	Responsibility	Time line
Item 1	Child Protection training procedure	Rachael Duff	Before next meeting
Item 2	Budget update	Rachael Duff / Fiona Dalgetty	Before next meeting
Item 3	Report on Columba 1400	Stacey Toner	Before next meeting
Item 4	Contact solicitor again regarding potential new office	Colin Sandilands	ASAP
Item 5	Investigate other office options	Marion Mackay	ASAP
Item 6	Set up NOW Pension Scheme	Marion Mackay	By end of financial year
Item 7	Board Away dates	Shannon Cowie/ Marion Mackay	ASAP
Item 8	Update Colin McLeans details	Marion Mackay	Before next meeting

Agenda Item

2015.03.01 Preliminaries and Matters Arising

Harriet Dempster welcomed everyone and thanked them for agreeing to have the Board meeting following the Annual General Meeting. Harriet welcomed the new Board members; Shannon Cowie and Conal McDonagh.

Harriet Dempster approved the minutes of the previous meeting as an accurate record and Colin Delmonte seconded this.

The Board agreed they would like to have a procedure to ensure freelance musicians working for Fèis Rois have undertaken current Child Protection Training. With many of our tutors also working for Fèisean nan Gàidheal, and other organisations, the procedure needs to include a system for recording and monitoring Child Protection courses musicians have undertaken through other agencies.

ACTION: Rachael Duff is to meet with Nicola Simpson (Fèisean nan Gàidheal) to discuss this further and

to put forward a document for the Board to approve.

2015.03.02 Reports and Updates

(a) Financial Report

The Board thanked the Office Manager, Marion Mackay for preparing the quarterly management accounts. Rachael Duff gave a very brief update regarding projects which will not be taking place in this financial year and information about possible changes to predicted expenditure. She will discuss these with Fiona Dalgetty on her return. No questions were raised.

ACTION: Rachael Duff to discuss some small changes in the budget with Fiona Dalgetty

(b) Staff Reports

On behalf of the Board, Harriet Dempster thanked the entire staff team for the considerable work that has been undertaken over the past quarter and thanked staff for detailing the relevant Business Plan Objectives in their reports.

Harriet Dempster noted how delighted she was that Stacey Toner had attended a Columba 1400 course and asked that a report on this be included in the next set of Board papers.

ACTION: Stacey Toner to write a report on attending a Columba 1400 course

Catriona Ramsay was thanked for her work on the Senior Fèis and the Board look forward to reading the full report on the project. With slightly fewer numbers attending the residential this year there was a brief discussion around marketing and the different use / role of twitter and facebook.

(c) Executive Group Report

There has not been a recent meeting of the Executive Group however the Chair and the Chief Executive / Acting Chief Executive continue to meet regularly.

Colin Sandilands gave the Board an update on the current situation with regards to office premises. Colin and Ross Linn, from Stonachs, have been working to agree terms on a new lease for premises on Dingwall High Street. This is proving to be a much slower process than anticipated and Rachael thanked Colin and Ross for their time and work on this. Colin agreed to contact the landlord's solicitor again this week and the Board agreed that it would be worth looking into other options.

ACTION: Colin Sandilands to continue to liaise with the potential new landlord on behalf of Fèis Rois

ACTION: Marion Mackay to investigate other office possibilities in Dingwall

After a discussion, it was also agreed that due to being in based in Invergordon longer than planned the Board would be happy for Rachael to agree a period of homeworking for certain staff. Nicola Simpson also offered staff the opportunity to work from the Fèisean nan Gàidheal office in Inverness. Harriet Dempster, on behalf of the Board, thanked the staff for their patience during this time. It was agreed that if a new lease hasn't been signed by January the executive group would be happy to discuss travel / working arrangement options with Fiona Dalgetty, if required.

2015.03.03 Strategic Planning Overview

The strategic plan as outlined in the Business Plan is well underway and excellent progress has been made to date. It was recognised the amount of work which has been achieved and the diverse programme of projects being delivered. Harriet Dempster thanked Fiona Dalgetty for her leadership and vision and the staff for their continuous hard work and dedication.

2015.03.04 Press & Publicity

A file was circulated with recent press cuttings. The Board thanked Marion Mackay and Catriona Ramsay for collecting and collating this information.

2015.02.05 Date and Time of Next Meeting

It was agreed that the next Board meeting would take place at **5pm on Tuesday 16th February 2015.**

2015.03.06 AOCB

The Board approved moving forward with the NOW Pension scheme.

ACTION: Marion Mackay to take this forward and to report back to the Board on progress and future financial implications.

A discussion was had about a Board Away Day. It was agreed that the Board would like both new members to be present at this away day.

ACTION: Shannon Cowie to contact Marion Mackay with her availability in February. Marion Mackay to then issue a new doodle poll for Board members to complete.

Colin McLean informed the Board of the change to his name following his recent marriage. His new name is Colin Delmonte. The Board congratulated him on his marriage.

ACTION: Marion Mackay to update Colin's name on Board information and with Companies House