

BOARD MINUTES

Date and Time	Wednesday 29 th August 2018, 4pm
Location	Dingwall Academy
Purpose	Quarterly Meeting
Present	Mark Sheridan (Chair), Malina MacDonald-Dawson (Vice-Chair) Fiona Callum (Treasurer / Company Secretary), Shannon Cowie, Shona Henderson, Ruairidh Gollan, Norman MacArthur (5.30-6pm only) Fiona Dalgetty (Chief Executive), Catriona Ramsay (Community Classes Co-ordinator) gave a presentation from 5.30 – 6.00pm.

SUMMARY OF ACTION POINTS

Action Ref. Number	Action	Responsibility	Time line
Item 1	Interview and appoint Community Classes Post	Chief Executive	September
Item 2	Explore the possibility of recruiting a PA	Executive Group	November
Item 3	Secure position of HYAH Project Manager	Chief Executive	December
Item 4	Amend carbon reporting to include comparator	Office Manager	November
Item 5	Book venue for AGM	Office Manager	November

Agenda Item

2018.01.01

Declaration of Interest

Shannon Cowie declared that she currently has a summer job with Bòrd na Gàidhlig. Fèis Rois is currently in receipt of funds from Bòrd na Gàidhlig for the Festival Interceltique de Lorient showcase.

Approval of Minutes

The minutes of the previous meeting were approved by Fiona Callum and seconded by Ruairidh Gollan.

Matters Arising from the Minutes:

There are no outstanding matters arising from the May minutes:

- The Gaelic subcommittee of the Board met to discuss updates to the Fèis Rois Gaelic Plan on 29th June 2018;
- The Executive group of the Board met to review the existing EDI plan and to discuss amendments for submission to Creative Scotland. The Chief Executive is now drafting the new plan;
- The Office Manager is working on a new Carbon Management Plan to be submitted to Creative Scotland later in the year.

2018.01.02 Short presentation from member of staff: Catriona Ramsay,

Community Classes Co-ordinator

Catriona gave the Board an update on the weekly classes programme. This core strand of work has successfully built a sense of community at a grassroots level in Ross-Shire, e.g. through The Kiltarn Fiddlers, Fèis the Music and the group work sessions in Fortrose. Catriona commented that bringing the adult classes together for an informal sharing event at Christmas time had been successful in 2017 and she recommended that the new Community Classes Co-ordinator should plan a similar event this year. Catriona also gave an update on Festival Interceltique de Lorient where she had jointly hosted the Scotland Pavilion with her sister, Eilidh.

2018.01.03 Reports and Updates

Finance

The Board thanked the Chief Executive for the detailed finance notes in her report, which clarified any questions any Trustee may have had relating to the quarter 1 management accounts.

HR

The Board thanked Catriona Ramsay for her time with the organisation as Community Classes Co-ordinator and wished her well as she now leaves to take up a MA Leadership and Management at Queen Margaret University in Edinburgh.

It was agreed that Trustees, Ruairidh Gollan and Shona Henderson would support the Chief Executive in interviewing for a new Community Classes Co-ordinator.

The Board acknowledged the commitment and contribution of Office Manager, Marion Mackay, on her 10 years of service to the company.

The Chair raised the issue that, given the breadth of her work, the Board feels the Chief Executive needs some administrative support and there was a discussion around recruiting a Personal Assistant on a part-time basis. The Executive Group will meet to discuss further.

The Chief Executive reported that, following Stacey Toner's departure earlier this year, she was yet to advertise for a Highland Youth Arts Hub (HYAH) Project Manager. This is related to the timing of the Creative Scotland RFO announcement in relation to existing HYAH projects, and the ambition to attract match funding. The Chief Executive will discuss the way forward with colleagues at Creative Scotland and those on the HYAH consortium. It was noted that three very successful HYAH projects had taken place this year including a weeklong festival as part of Year of Young People in partnership with the National Trust for Scotland.

Carbon Reporting

The Board requested that the carbon monitoring report prepared by the Office Manager for each Board meeting shows a comparison to the previous year so it is easy to compare and measure progress.

Other notes

On behalf of the Board, the Chair thanked the staff for their continued excellent work over the past quarter.

Shannon Cowie agreed to attend the Fèisean nan Gàidheal AGM next month on behalf of Fèis Rois.

2018.01.04 Update on Strategic Plan Delivery

It was noted that excellent progress has been made to date across all areas of the plan. This is evident when reading the plan and comparing to the work outlined in the staff reports.

2018.01.05 Press & Publicity Update

Articles were available for the board to view as well as signposting to social media.

2018.01.06 Date and Time of Next Meeting

It was agreed that the next meeting would be the AGM on Wednesday 21st November 2018. Marion is to book a venue for a 7pm start.