

BOARD MINUTES

Date and Time	Wednesday 21 st November 2018, 8pm
Location	Tulloch Castle, Dingwall
Purpose	Quarterly Meeting (following AGM)
Present	Mark Sheridan (Chair), Malina MacDonald-Dawson (Vice-Chair) Shona Henderson, Ruairidh Gollan, Duncan Chisholm Fiona Dalgetty (Chief Executive), Marion Mackay (Office Manager) Julia McGhee (Community Classes Co-ordinator) Morag MacDonald and Siobhan Anderson (Creative Scotland) Arthur Cormack (Fèisean nan Gàidheal) Andrena Ballantyne (participant)
Apologies	Fiona Callum (Treasurer / Company Secretary), Shannon Cowie, Norman MacArthur

SUMMARY OF ACTION POINTS

Action Ref. Number	Action	Responsibility	Time line
Item 1	Green Champions to meet and prepare paper to bring to the Board outlining ambitions for 2019	Ruairidh / Marion	Before end May
Item 2	Book Arts & Business Scotland Board Development	Fiona / Mark	ASAP
Item 3	Arrange staff appraisals	Fiona / Mark	Before end May

Agenda Item

2018.03.01

Approval of Minutes

There were no declarations of interest. The minutes of the previous meeting were proposed by Malina MacDonald-Dawson and seconded by Shona Henderson.

Matters Arising from the Minutes:

The Chair welcomed Julia McGhee to the post of Community Classes Co-ordinator.

2018.03.02 Reports and Updates

The Chief Executive gave a summary of the quarter 2 management accounts. The Chair thanked Marion for preparing the management accounts and Fiona for her detailed notes (see Chief Executive's report).

Marion gave an update on the carbon management plan. It was agreed that Ruairidh Gollan would be the Green Champion on the Board of Directors. The Board thanked Marion for bearing in mind their request for the carbon monitoring report to show a comparison to the previous year so it is easy to compare and measure progress.

The Chair commented on the quality and detail of the staff reports. On behalf of the Board, the Chair congratulated Fiona on being named in the BBC Radio 4 Woman's Hour Power List for 2018.

On behalf of the Executive Group, the Vice-Chair laid out the detail of some proposed new posts within the organisation. The Board approved that the following posts should be advertised:

PA to the Chief Executive (part-time)

Full-time Graduate Placement (funding dependent): Youth Achievement Officer

Full-time Graduate Placement (funding dependent): Digital and Marketing Officer

Training and Development: The Chair raised staff appraisals for 2019 and it was agreed that this would be less formal and linked to delivery of the strategic plan. It was agreed that the Board would like to participate in the full day of training offered by Arts & Business Scotland.

2018.01.03 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.

2018.01.4 Press & Publicity Update

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

2018.01.05 Date and Time of Next Meeting

It was agreed that the meetings for 2019 would be held on Thursdays as follows:

28th February, 7-9pm, Fèis Rois Office

30th May, 7-9pm, Fèis Rois Office

29th August, 7-9pm, Fèis Rois Office

21st November, 7-9pm, Venue TBC (AGM)