

## BOARD MINUTES

Date and Time	Thursday 4 March 2021, 7.30pm
Location	Due to Covid-19 lockdown, the meeting was held using Zoom
Purpose	Quarterly Meeting
Present	Fiona Dalgetty (Chief Executive), Malina MacDonald-Dawson (Chair), Ruairidh Gollan, Duncan Chisholm, Jennifer Marshall, Norman MacArthur, Fiona Callum (Treasurer/Company Secretary), Chloë Bryce, Alex Urquhart-Taylor, Shona Henderson, Lorraine Aburrow (Minutes) Observing: Siobhan Anderson (Creative Scotland)

### **Actions:**

- Item 1** Jennifer Marshall will share a draft of a new lone working policy for Fèis Rois within the next few days
- Item 2** Fiona Dalgetty will email Board Members regarding reviewing and updating the Fèis Rois company policies
- Item 3** Fiona Dalgetty will update EDI plan
- Item 4** Fiona Dalgetty will include web data in next PR update

### **Agenda Item**

#### **2021.03.01 Preliminaries**

Malina welcomed everyone to the meeting. The Board Members introduced themselves to Lorraine Aburrow, Office and Finance Manager.

Fiona Callum approved the minutes of the previous meeting as being a correct and accurate record and these were seconded by Jennifer Marshall.

From matters arising from previous minutes, Fiona Dalgetty suggested some working groups to review and update (if necessary) the company policies. She proposes that Alex, Christian and Lorraine form a working group to focus on the environmental policies and reducing our carbon footprint. Fiona will email board members (groups of 3) to work on the policies best suited to their interests.

Alex indicated that he would be happy to help on any GDPR updates.

Jennifer will email Fiona a draft of the lone working policy within the next few days. There is currently a good balance of checking in with colleagues without being too intrusive.

### **Declarations of Interest**

Malina MacDonald-Dawson, Fiona Callum and Norman MacArthur are employees of funder, The Highland Council.

### **2020.03.02 Reports and Updates**

The Chair thanked the Chief Executive and staff for preparing detailed reports on all activity for the Board.

Fiona Dalgetty talked the Board through the Management Accounts for quarter 3 and the draft budget for 2021/22. We continue to be in a strong financial position and have secured additional funding from the various COVID funds available. The income from Creative Scotland will be £604,000. Fiona will speak with the accountant about the Creative Communities Grant to be shown in next year's accounts as that is when the funds will be allocated.

There was a discussion about the financial reserves as Fiona proposes to use some of the monies to fill any gaps in the budget. There are over £160,000 in unrestricted funds and Fiona Callum agreed that it would be sensible to use a portion of these funds, as that is what they are there for.

The Board asked Fiona Dalgetty and Lorraine Aburrow to leave the meeting so they could discuss HR items without staff members being present. The Board agreed the following for 2021/22:

- a 3% pay increase for current PAYE staff
- the appointment of Christian Gamauf as Creative Producer
- £10,000 to provide freelance support to the Education Manager
- a change in the Chief Executive's terms and conditions should Dandelion be commissioned by FestivalUK\*2022

The 2021/22 budget was approved by the Board with Fiona Callum approving and Alex Urquhart-Taylor seconding.

Following their HR discussion, the Board also agreed that staff capacity and wellbeing should be an agenda item at future Board meetings and that the Executive Group will meet with the Chief Executive between quarterly Board meetings.

The Board acknowledged the reach of the work, including supporting Care Experienced Young People, Early Years, those with additional support needs and other priority groups.

Siobhan Anderson thanked Fiona and the staff team for all of the work they have continued to do throughout the pandemic and said she will arrange a meeting with Fiona to discuss updating the EDI plan and the year ahead.

### **2020.03.03 Press & Publicity Update**

The Board commented on the excellent reach of the organisation in both online platforms, radio and printed press. Alex Urquhart Taylor asked that web data be added in the next PR update.

### **2020.03.04 AOCB**

The next meeting will take place on Thursday 3 June 2021.