

## BOARD MINUTES

Date and Time	Tues 23 <sup>rd</sup> August 2016
Location	Camas House, Fairways, Inverness
Purpose	Quarterly Meeting
Present	Harriet Dempster (Chair), Fiona Dalgetty (CEO) Shannon Cowie, Colin Delmonte, Colin Sandilands, Mark Sheridan, Lisa Buchanan, Malina MacDonald-Dawson
Apologies	Conal McDonagh

## SUMMARY OF ACTION POINTS

Action Ref. Number	Action	Responsibility	Time line
Item 1	Ensure that JM is removed as a Director of Fèis Rois on our Companies House file. and write to Jennifer	Fiona Dalgetty & Colin Sandilands Harriet Dempster	
Item 2	Check appointment of directors is correct in the 2015/16 audited accounts	Marion Mackay	
Item 3	Send out a legal explanation about VAT position of Fèis Rois	Fiona Dalgetty	
Item 4	Look into potential sponsorship	Fiona Dalgetty / Board	
Item 5	Find funds to secure Stacey's post / future of HYAH	Fiona Dalgetty	
Item 6	Look into the Alex Fund suggested by Lisa	Fiona Dalgetty	
Item 7	Review Safeguarding Policy	Lisa Buchanan	
Item 8	Write a job proposal for office assistant	Fiona Dalgetty	
Item 9	Create an electronic skills audit form for the Board to complete	Fiona Dalgetty	
Item 10	Send out Sponsored Session information to the board	Shannon Cowie	

### Agenda Item

#### 2016.02.01 Preliminaries and Matters Arising

Harriet Dempster welcomed everyone to the meeting. She expressed her sadness at the loss of Maggie MacDonald and Caroline Hewat and acknowledged their contribution to, not only the Fèis, but to the arts

sector as a whole. The whole board discussed the lovely tributes that have been made to Maggie since her passing. Fiona told those of the board whom could not make the final Ceilidh Trail concert that a tribute was also paid to Maggie by this year's Ceilidh Trailers. They sang the Gaelic song 'Cnoc nan Craobh' which Maggie had featured on in her family's album 'Fonn'.

Following her absence for more than three consecutive meetings, as per clause 28.8 of the constitution, (*A director shall automatically cease to be a director if he/she is absent (without permission of the directors) from more than three consecutive meetings of the directors, and the directors resolve to remove him/her from office*), it was agreed that Jennifer McGlone should cease to be a Director of Fèis Rois.

The last minutes were approved by Colin Delmonte and seconded by Malina MacDonald-Dawson.

## **2016.02.02 Reports and Updates**

### **(a) Financial Report**

Mark Sheridan asked Fiona Dalgetty to highlight anything in the financial report that she may think could be a concern. Fiona points out that we will show deficit in our accounts this year but that this will be covered as there is a surplus from last year's accounts.

Lisa Buchanan points out that a mistake has been made in the accounts as herself and Malina MacDonald-Dawson are listed as directors. This should be changed to Shannon Cowie and Conal McDonagh whom were directors for this accounting period.

Lisa Buchanan asked Fiona about the legal explanation over Fèis Rois being exempt from V.A.T. Although Fiona didn't have the documentation to hand she confirmed that she would forward the information she has from our accountant.

Fiona Dalgetty pointed out that the Junior Fèis isn't present on the accounts as it did not take place in this financial year. It was also discussed that the Fèis should look into sponsorship deals with local businesses. This can be done in kind and macth funding potentially secured through the Arts & Business Scotland scheme.

The funding for the Highland Youth Arts Hub is coming to an end on 31<sup>st</sup> March 2017. Fiona expressed that she is very keen that we secure the future of the HYAH and its Project Manager. She informed the board of a number of different options she is looking into in order to fund the Hub's existence. Lisa also mentioned that the Alex fund, which is managed by Lloyds TSB, may also be a fund that the Fèis may be able to apply to.

It was mentioned by Harriet that it had previously been discussed that the board should look at hiring a graduate to deliver some project work. Mark Sheridan asked if Fiona would write a job proposal for the next meeting.

### **(b) Staff Reports**

Harriet Dempster thanks all the staff for their contributions and hard work.

Harriet suggests that we should look into increasing the members on the board, particularly young people. Fiona Dalgetty also suggests that it would be good to get some board members with a good understanding of the organisation. Mark Sheridan suggests a skills audit for the board at a board development day. An electronic skills audit was suggested so the board can then advertise for new members with specific expertise.

Fiona asks the board for suggestions on how to acknowledge Maggie and Caroline's contribution to the Fèis. The board agreed on fitting tributes for them and it was agreed that Fiona is to approach both Maggie and Caroline's families to see if they would be happy with the suggestion the board agreed on of bursaries. Fiona commented to the board that she is looking into running an international exchange for teaching artists. Contacts Fiona has made in Norway and New York already have a similar project running that the Fèis are looking to be a part of. Fiona is to continue these conversations. Harriet suggests that if we are going to run this programme then it should be open and should involve an application process.

Shannon Cowie mentions to the board the progress of the sponsored session that is to be run on the last weekend of the Blas Festival in Inverness. Shannon is to send out sponsored session forms and the plan to everyone on the board.

### **(c) Executive Group Report**

The Executive Group had not met and are due to meet on the 6<sup>th</sup> of September.

#### **2016.02.03 Strategic and Artistic Plan**

An update was given on the delivery of the plan for 2015/16.

Lisa offered to look over the safeguarding policy.

#### **2016.02.04 Press & Publicity**

A file was circulated with recent press cuttings. The Board thanked Marion Mackay for collating this information. It was noted that Fèis Rois continues to have a high profile locally and nationally.

#### **2016.02.05 AOCB**

None.

#### **2016.02.06 Date and Time of Next Meeting**

It was agreed that the next meeting would take place on the 22<sup>nd</sup> of November. This will be the AGM. The venue is tbc, however it will take place in Ross-Shire at 7pm.