

BOARD MINUTES

Date and Time	Monday 15 th Feb 2017
Location	Camas House, Pavilion 3, Fairways Business Park, Inverness
Purpose	Quarterly Meeting
Present	Harriet Dempster (Chair), Fiona Dalgetty (CEO) Lisa Buchanan, Calum MacAulay, Malina MacDonald-Dawson, Conal McDonagh, Colin Sandilands, Shannon Cowie and Mark Sheridan

SUMMARY OF ACTION POINTS

Action Ref. Number	Action	Responsibility	Time line
Item 1	Confirm with FD the terms of her maternity pay and conditions	Harriet Dempster	ASAP
Item 2	Revise the job description and advertise the post	Fiona Dalgetty	ASAP
Item 3	Draft a new contract for 2017/18 for Stacey Toner	Fiona Dalgetty	ASAP
Item 4	Consider if they have capacity to be nominated for election onto FnG Board later in the year	Board members	Before FnG AGM
Item 5	Ask Marion to put all policies we want to into a Dropbox for all Board members to access and review.	Fiona Dalgetty	ASAP
Item 6	Coordinate a time-limited working group	Fiona Dalgetty	ASAP

Agenda Item

2017.04.01 Preliminaries and Matters Arising

The minutes of the previous meeting were approved by Malina MacDonald-Dawson and seconded by Conal McDonagh. No declarations of other interests were made.

2017.04.01 Reports and Updates

Fiona Dalgetty was asked to step out whilst the Board discussed the financial implications of Fiona's maternity leave. The Executive Group had met to discuss this in December and had emailed a proposal to all Board members in advance of today's meeting.

After some discussion, it was agreed that Fiona should be offered the terms of maternity leave as previously circulated to all members by the Chair in January 2017.

Fiona Dalgetty came back into the meeting and a discussion was had around the job description and timeframe for recruiting an Acting Chief Executive (maternity cover).

Mark Sheridan felt it was unusual to see so many essential criteria. Harriet asked Fiona to revise essential criteria list. The board commented on thoroughness and detail of job description. Lisa Buchanan suggested including provision for more time with Fiona as it is a tall order they are taking on. It was agreed to increase to up to 8 handover days.

Harriet suggested interview panel as: Harriet, Vice Chair, Chief Executive and one other. Harriet suggested time limited working group for policy updates.

Given the tremendous success of the HYAH project, the Board agreed that it was important to retain Stacey Toner as Project Manager for a further year. Harriet Dempster led a discussion and the board recognised Stacey's commitment and achievements, but that there is not funding to recognise this financially. It was agreed that an offer should be put to Stacey to work 4.5 days from 1st April but for her salary to remain as it is at present for working 5 days, so in real terms an increase pro-rata.

Harriet Dempster thanked all staff for their work this quarter.

A discussion was had about the potential impact of the national cut to YMI funding on the Fèis Rois education programme. The Scottish Government has reduced YMI funding from £10 million to £9 million for 2017/18 (10%) cut, but Highland Council are proposing a 27% cut to the traditional music YMI provision in the region.

A discussion was also had about FnG recruiting for new Board members and that it could be mutually beneficial for both organisations to have a representative from Fèis Rois to be put forward for the FnG Board at their AGM in September.

2017.04.05 Press & Publicity

Conal McDonagh noted the success of the Scot:Lands showcase in Edinburgh on New Year's Day and the high profile Fèis Rois received in the media. He also commented on the benefit to the musicians who were programmed by Fiona to perform.

2016.03.05 AOCB

The board approved the proposed agenda for the Development Day on 18th March. Harriet Dempster suggested that discussion and development of a Board Code of Conduct, and a Scheme of Delegation for the Chief Executive (as suggested by Lisa Buchanan) is brought into the planned Board Development Day.

Harriet Dempster suggested a time limited working group to be set up to review current Fèis Rois policies. She suggests herself and Mark alongside someone else from the Board and Marion from the office.

Lisa Buchanan asked how much of Fèis Rois annual expenditure went directly to musicians / freelance artists.

2016.03.06 Date and Time of Next Meeting

It was agreed that the 2017 Board meetings would take place as follows:
17th May at 7pm in Dingwall (Fèis Rois office)