

BOARD MINUTES

Date and Time	Wed 21 Feb 2018
Location	Feis Rois Offices, Dingwall
Purpose	Quarterly Meeting
Present	Alison Lewis (ACEO), Mark Sheridan (Chair), Malina MacDonald-Dawson, Fiona Callum, Norman MacArthur, Shannon Cowie.
Apologies	Conal McDonagh.

SUMMARY OF ACTION POINTS

Action Ref. Number	Action	Responsibility	Time line
Item 1	Contact Council Child Protection Rep	Malina	March 2018
Item 2	Approach Shona Henderson re Board	Norman	March 2018
Item 3	Investigate trusts	Fiona C	March 2018
Item 4	Draft pension paper for staff	Alison	March 2018
Item 5	Timetable staff presenting papers to Board	Alison	March 2018
Item 6	Schedule Gaelic meeting when 3 rd Gaelic-speaking Board Member confirmed.	Shannon	April 2018

Agenda Item

2018.04.01 Approval of Minutes

The minutes of the previous meeting were approved by Fiona C and seconded by Mark. No declarations of interests were made.

Matters Arising from the Minutes:

Gaelic Policy Meeting

Shannon, Norman and Fiona will look at priorities and feedback to the Board. Creative Scotland asked for more detail in the Gaelic Plan.

Additional Board Members

Norman will approach Shona Henderson a Gaelic-speaking BBC journalist who lives in Dingwall.

2018.04.02 Short presentation from member of staff: Stacey Toner

Stacey detailed various areas of work including a project with Room 13 and Fèis Rois. ScotRail provided funding for them to work with young people and an artist on designing posters. There was also a weekend residential at Moniack Mhor for young carers to try song writing develop relationships. Following this weekend, young carers have been offered a skills development budget of £300 to develop a skill in future.

The Youth Arts Hub was one of the only organisations to get the full grant of £26k from Year of Young People Funding. This was also match-funded by the National Trust and has enabled a 6 day festival from Aug 13-18th. The concept was for Young People wanting more showcasing opportunities at audience-

heavy sites rather than small audiences. The young people are coordinating National Trust events at the sites.

A new partnership has been developed with Historic Environment Scotland to engage young people to visit their sites. There is £9k to coordinate multi-arts project in April 2018 at Fort George and Urquhart Castle. A number of partner organisations are involved including High Life Highland.

The Youth Arts Hub is through to the 2nd stage for the Esmee Fairburn and Paul Hamlyn Foundations for a new 3 year hub programme. We should hear in May 2018 and Stacey is staying on in a freelance capacity to complete the applications to offer continuity. Also, Creative Scotland has agreed to continue with the Hub Coordinator post for a further year.

The Prison Project has been very well received, the new Governor is very positive. CDs have been made and participants got a lot from the experience. A 6 week block was delivered to 6 prisoners. Family engagement was much more difficult.

Mark thanked Stacey for her significant work and success during her time with Fèis Rois.

2018.04.03 Reports and Updates

(a) Finance Report

Having submitted an application to Creative Scotland in March 2017 for funding relating to 2018-2021, we received notification on 24th January 2018 that we were successful in securing £690,000 over three years. This is excellent news, given that others in the industry have received funding cuts. Feedback on the application was very positive and some additional information has been requested.

All well with finances. Fundraising down and agency fees up – as more gigs.

(b) Chief Executive's Report

Alison was happy to report that Celtic Connections went very well with performances by the Ceilidh Trail and the two Kin and the Community films. There was also a successful fundraising performance by our community classes participants that raised £300. A great weekend was also had by our adult learners at Badaguish Outdoor Centre with Lauren MacColl teaching music from The Seer.

Our continued RFO funding has meant Christian's contract could be extended until the end of August 2018 so that he can continue to work on the 2018 Ceilidh Trail. This gives great continuity as he was involved in the auditions this year and knows the process. 21 young people were auditioned (plus 3 on Skype) and all 15 invited to take part have accepted.

Christian will also pick up one of Stacey's project with Historic Environment Scotland.

Stacey's departure has meant Alison, Acting Chief Executive (and then the Chief Executive from 28th March 2018) will need to pick up the following projects:

- Year of Young People – the partnership between the Highland Youth Arts Hub and National Trust for Scotland.
- Overseeing the prison project and the new community justice workshops.

As Creative Scotland will not be issuing contracts for the period 2018-2021 until 7th May, Fiona D will not look to advertise the new HYAH Manager post until we have a contract confirming the funding 100%. She

is aiming to advertise mid-May and have someone in post by the end of June. This ties in with when we expect to hear from Paul Hamlyn and Esmee Fairbairn.

Alison informed the Board that 169 people have already booked for Adult Feis which was thought to be very positive.

Mark and the Board thanked Alison wholeheartedly for her dedication during her time as Acting Chief Executive.

(c) Executive Group Update

It was decided that there was no requirement for the Executive Group to meet at this time.

2018.04.04 Update on Strategic Plan Delivery

Fiona D is using her Keep in Touch days to work on the Strategic Plan.

2018.04.05 Press & Publicity Update

Alison distributed the press and publicity folder and highlighted the piece in the Arts Professional which goes to large percentage of Art Professionals in the country.

Alison has written all text for the website and Alasdair Campbell has translated it into Gaelic.

2018.04.06 AOCB

Fundraising Strategy

Mark has approached the CHAS Fundraiser re advice on our fundraising strategy. She will come back to Mark with some initial ideas for a day with staff and board members. This is likely to be in the next few months.

Trust Funds

Fiona C has committed to look at available Trust Funds in Highland.

Pension projections

Alison has researched the statutory rises over the coming 3 years (of 1% increase in company contribution per year) and recommended that the Board agree to these.

Responsibilities of trustees

<https://www.oscr.org.uk/news/reflections-on-the-oxfam-case-a-cautionary-tale-for-all-charity-trustees>

Mark raised the point that OSCR has recommended that all Boards discuss the current issues at Oxfam and assess any areas of vulnerability. The Board has just reviewed policies and staff have all recently attended a CP course. All staff and tutors are Disclosure checked and contracts are explicit about appropriate behaviour. The Board agreed that it would be appropriate to have an external person check our policies and procedures. Malina will approach the Council Child Protection Lead for advice.

2017.04.07 Date and Time of Next Meeting

It was agreed that the next meeting would be May 23rd at 6pm in the Fèis Rois office.