

COMAR BOARD MEETING

MINUTES

23rd January 2019, 10.00 am – held at The Rockfield Centre, Oban

Meeting Chair: Jan Sutch Pickard
Minute Taker: Debby Thorne
Attendees: Raymond MacDonald, Will Thorne, Mary McCluskey, Mandy Eaglen, Barry Laurie
Staff: Karen Ray
Apologies: Gordon Dougall, Alasdair McCrone, Gordon Maclean

AGENDA ITEMS

1. WELCOME AND APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING

DISCUSSION Barry apologised for late submission of his financial papers, but Finance Sub Committee had only been held on previous Wednesday and papers were sent out the next day.

Comar email accounts. Karen explained the benefit of having a Comar email account, One Drive and SharePoint and how they worked, one of the benefits being everyone would have access to Board papers online. Accounts would be set up for those without Comar email addresses.

Debby had updated the Action Tracker from the previous Board Minutes. They would be updated from the present Board Minutes.

Heating at the Theatre. Graham Alexander had found a new heating company based on Mull who were going to provide a quote for a repair.

It was agreed that Denise Baxter would be kept on a monthly retainer.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Karen to set up Comar email accounts for All new Board Members	Karen	28.2.19
Action Tracker to be updated with Minute actions	Debby	15.2.19

3. MATTERS ARISING

None

4. ACTION TRACKER

Due to time pressures, this was not reviewed. Debby to update with actions from current Board Meeting.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Debby to update Action Tracker	Debby	15.2.19

5. CHAIR REPORT

DISCUSSION Jan reported that it was with regret, Ian Jones had resigned as Chair of the Comar Board. Two other directors, Cheryl Callow and Fiona Brunton had also resigned. A non-executive session had taken place prior to the start of the Board meeting to look at the implications and further action required. Jan Sutch Pickard and Gordon Dougall will be Acting Co-Chairs.

6. DIRECTORS' REPORTS

- a. Theatre/VA/Creative Learning – Nothing received
- b. Music – Everyone agreed a very interesting report with an exciting programme. Very positive news on what has taken place and the forthcoming programme. It was also commended on the link to the local and wider communities.
- c. General Manager
 - Karen reported that Lorraine Jones had resigned.
 - It was agreed at the HR committee to engage the services of Jon Lloyd to provide a counselling service to Comar staff, paid by Comar.
 - Electrical works had been carried out at An Tobar in line with the Carbon Efficiency plan.
 - It had been reported mice had managed to get into the Lodge, prior to the Actors arriving. Deterrents had been ordered.
 - Capital plans – Helen McDonald from Mull & Iona Community Trust had been chasing for a decision. Karen explained the plan to new Board Members. A sub-committee comprising Will and Alasdair was due to commence. It was agreed a working group was needed and until this was done, it was agreed to put on hold for present.
 - Creative Scotland feedback letter had been circulated. Report due to them end of January for the next funding payment. The report has not been written but it was felt Laura McKenzie-Stuart would be asked if we could be given some leeway on the deadline date as the Board are going through a process. Creative Scotland need to be made aware of the situation. Karen to

co-ordinate parts of the report that are available. The Board asked Karen to produce a first draft. Mary and Barry offered to assist.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Karen to advise Helen McDonald Capital plan on hold	Karen	15.2.19
Contact Creative Scotland for delay on report submission	Jan	30/01/19
Karen to work on First draft of Creative Scotland report	Karen	7/2/19

7. FINANCE SUB COMMITTEE

DISCUSSION A discussion regarding the Profit and Loss account and Actuals vs Budget took place. Barry reported that the bottom line showed Comar ahead of budget. There were anomalies in the Projections Budget and following the Finance Sub Committee meeting, Alasdair was again tasked to provide Theatre projections. Nothing had been received by the latest deadline of 21.1.19. Despite not having figures, the Board agreed both tours, Electrifying Mr Johnson and Unspotted Snow should go ahead. There are bigger issues that need to be handled by the Board.

The Board expressed their extreme frustration at the lack of information requested from Alasdair on numerous occasions, but nothing had been forthcoming.

Karen asked for it to be noted that she is not confident Comar has sufficient funds for EMJ and Unspotted Snow and that this was raised by Gordon MacLean and her in October. In the absence of any budget she was not prepared to sign off any invoices for EMJ and these would be passed to Alasdair.

The Board acknowledged the hard work carried out by Karen to do as much as she could despite the lack of information and in Alasdair's absence.

Peter Arnott, the playwright for Unspotted Snow had requested £3,000 for a re-write and extension of the licence. The Board has agreed to this.

Finance Staffing – Following Lorraine's resignation, Karen had spoken to Rebecca Adams, a financial consultant on the Island who would be able to help and also introduce a new system, Zero, at the start of the new Tax year. She will be able to work on Sage system now. Charges £25/hour, initially 10-20 hours, then we would need to look at ongoing needs to employ someone and/or a book keeper and outsourcing Payroll.

8. HR SUB COMMITTEE

Following Cheryl Callow's resignation, there was no HR Sub Committee report.

9. CREATION OF ARTISTIC/PROGRAMMING GROUP

DISCUSSION An Artistic group was set up with Mary, Mandy and Gordon Dougall. Raymond had been co-opted on to help. The committee will act in an advisory capacity in order to support the creative staff.

10. HEALTH & SAFETY

DISCUSSION Still no heating in the Theatre. Rehearsals for EMJ had moved to An Tobar. Council Health and Safety Inspection had gone well.

11. RISK REGISTER

DISCUSSION Document had been done but needed updating, not reviewed due to time pressures. The latest version to be sent out to Board members.

ACTION ITEMS

PERSON RESPONSIBLE DEADLINE

Circulate Risk Register

Karen

12. AOB

Nothing to report.