

COMAR BOARD MEETING

MINUTES

29th October 2018, 10.00 am – held at An Tobar, Tobermory

Meeting Chair: Dawn Reade
Minute Taker: Debby Thorne
Attendees: Cheryl Callow, Gordon Dougall, Ian Jones, Dawn Reade,
Jan Sutch Pickard, Will Thorne, Alasdair McCrone
Mary McCluskey (Observer – potential appointed Board Member)
Staff: Gordon Maclean, Karen Ray
Apologies: Barry Laurie, Raymond MacDonald

AGENDA ITEMS

1. WELCOME AND APOLOGIES

DISCUSSION Mary McCluskey was welcomed to the meeting and was invited to observe the meeting with a view to potentially becoming an appointed Board member.

Following receipt of Theatre reports on the evening prior to the Board Meeting, Karen reminded the meeting that Board reports are submitted at least a week ahead of the meeting to ensure everyone has time to read them.

Ian requested if anyone sends apologies, could they also send in comments on any of the items and Board papers.

Raymond had advised he is willing to stand for the Board but understood if Comar wanted to look for someone else as he hadn't attended many meetings. It was agreed this was an AGM issue.

Barry raised some issues on the Finance Report.

ACTION ITEMS

PERSON RESPONSIBLE

Board Papers to be submitted minimum one week ahead of Board meetings

All

Anyone sending apologies, to submit comments

All

2. MINUTES OF THE PREVIOUS MEETING

DISCUSSION Karen asked if everyone could use their Comar email as there is cost associated, if not required to let Karen know.

Ian requested Laura Mackenzie-Stuart is recorded as a member of Creative Scotland on the previous Minutes.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Advise Karen if Comar email accounts not required Previous Minutes to reflect Laura Mackenzie-Stuart As Creative Scotland member	All Debby	5/11/18

3. MATTERS ARISING

None

4. ACTION TRACKER

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Everyone to look through their actions and update.	All	5/11/18

5. CHAIR REPORT

DISCUSSION Contents of report were noted. The Constitution can be adopted at the AGM/Members meeting. Date needed for AGM. Debby to do doodle poll for AGM.

Changes to Senior Manager Action – to be resolved by 15th November. Need to communicate changes to staff and members.

Alasdair to provide Gordon with appraisal documentation.

After long discussion regarding heating problem at the Theatre, it was agreed that if the decision was taken to use Winning Leishman, that funding for heating would be their main priority to reach the figure of £24,500 to carry out the repairs. In the meantime, Will Thorne will look to see if any cheaper alternatives.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Date to be set for AGM (Doodle Poll)	Debby	16.11.18
Staff changes to be communicated	Dawn	30.11.18
Alasdair to give Gordon appraisal documentation	Alasdair	15.11.18
Plan for heating to be communicated to staff	Alasdair	5.11.18

6. ARTISTIC REPORTS

Discussion A lengthy discussion on the Theatre report but no financial spreadsheet was available so difficult to see different areas of income and expenditure.

Cheryl wished to thank Graham for his support during the TWO tour

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Figures need to be clearer to see current financial position (Variance of actual April to September does not equal Actual vs budget – possible fault in document)	Alasdair	28.11.18
Alasdair and Gordon to provide projections to Karen	Alasdair/Gordon	21.11.18
Karen to produce a cash flow document on Thursday for checking on Friday.	Karen	1.11.18

7. HR WORKSHOP

DISCUSSION Cheryl reported on Workshop she had attended with Karen on EDI and latest legislation. Cheryl will create and run a 2 hour workshop for staff, to be held in February to update staff on latest EDI legislation.

Meeting held with Dawn, Karen and Denise Baxter who is updating all Comar policies. Denise has offered to work with a retainer of £100 per month which would ensure all policies are kept up to date and necessary training carried out. This is a decision for HR Committee. If she is kept on a Retainer, suggest starting from start of new financial year.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
EDI workshop for staff on latest legislation	Cheryl	2/19
Decision on whether to have retainer for Denise Baxter	HR Committee	

8. FINANCE REPORT

9. GENERAL MANAGER'S REPORT

DISCUSSION Six enquiries received regarding the sale of the Little Theatre seats. If they are not sold by the end of December, then reclamation company will take them off site.

Debby to check with Sally Bruce Richards if she wants any of the seats.

The candidate who had accepted the Marketing position had changed their mind. In view of the financial situation, it was agreed to hold off doing anything until April. It was also suggested to look at the use of a freelance PR person. Mary McCluskey suggested Lesley Booth, Wendy Niblock who are freelance PR people. Alternatively, it is possible the person who turned down the job who is now working for an agency may be interested in working on that basis.

Financial figures show that An Tobar café is projecting a profit of approx. £1,400 which is the first time for several years. A letter of thanks to be sent to Ester and her team.

Meeting has been arranged for November with Cheryl and Andi to discuss the 2019/2020 EDI Plan. Karen needs to meet Alasdair and Gordon to discuss their input.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Karen to approach suggested individuals to find out their terms and conditions with a view to starting next Financial year.	Karen	31.12.18
Dawn to send letter to Ester and team to say well done.	Dawn	16.11.18
Karen to meet Alasdair and Gordon re 2019/2020 EDI Plan	Karen	31.12.18

12. HEALTH & SAFETY

DISCUSSION Following the recent audit, all actions are in progress with many now completed.

15. ANY OTHER BUSINESS

DISCUSSION A new proposal had been received from Winning Leishman for a second stage of fund raising. A lengthy discussion took place on the first process. Dawn to meet Karen from Winning Leishman. The Board will then decide whether they should engage Winning Leishman for 2nd round of fundraising.

Alasdair agreed to circulate the Letter of Agreement to the Board.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Alasdair to circulate Letter of Engagement	Alasdair	5.11.18
Dawn to meet Winning Leishman	Dawn	30.11.18

NEXT MEETING TO BE HELD WEDNESDAY 23RD JANUARY 2019 AT DRUIMFIN 10.00