

Comar board meeting

MINUTES

JULY 25, 2018, 10.00

DRUIMFIN

MEETING CHAIR	Dawn Reade
MINUTE TAKER	Karen Ray
ATTENDEES	Cheryl Callow, Gordon Dougall, Ian Jones, Dawn Reade, Laura Mackenzie-Stuart, Jan Sutch Pickard, Will Thorne,
STAFF	Gordon Maclean, Karen Ray
APOLOGIES	Barry Laurie, Alasdair McCrone, Raymond MacDonald

Agenda Items

1 WELCOME AND APOLOGIES

DISCUSSION	Despite the imminent theatre performance, the board were disappointed that Alasdair was not in attendance at the meeting
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2 MINUTES OF THE PREVIOUS MEETING

DISCUSSION	No amendments
CONCLUSIONS	Proposed by Dawn, seconded by Ian

3 MATTERS ARISING

DISCUSSION	Cheryl thanked the board for the support she received in the last few months
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4 ACTION TRACKER

DISCUSSION	Updates were made to several actions	
CONCLUSIONS	There was concern raised over how long some of the actions had been outstanding	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Alasdair's actions on funding from Heritage Lottery & from HIE to be given to Karen for action	Karen	06/08/18
Now that governance document has been updated, it was suggested that the plan be reviewed and revised	Dawn with Karen	14/09/18
Completion of child protection training – Cheryl to ensure this is done	Alasdair with Cheryl	31/08/18
Ensure actions are updated prior to next board meeting	ALL	24/10/18

5 CHAIR REPORT

DISCUSSION	Contents of report were noted.
CONCLUSIONS	There was some discussion about the Living Wage & pay differentials and how we could best recognize staff. The topic to be considered at HR committee.

Dawn is stepping down at the end of this calendar year and there was discussion about the recruitment of additional board members and a replacement chair. There was a recognition of the benefits of recruiting younger members.		
The poor attendance at the members' meeting last year was considered, and options to improve participation were discussed.		
Laura took up the invitation to update the board on Creative Scotland. It seems unlikely that a new Chief Executive will be appointed within the next six months. She gave us an insight into the Artistic & Creative Review Framework which we will be a part of from April 2019.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ensure staff recognition is explored at HR committee	Karen	24/10/18
Complete a board skills audit and identify gaps	Karen with Dawn	30/07/18
Investigate the suitability for electronic voting for members	Dawn	24/10/18
Explore the possibility of linking members' meeting to another event (e.g. gallery opening/writers' workshop)	Dawn with Karen	24/10/18

7 DIRECTOR REPORT

DISCUSSION	There were 4 separate reports this meeting from each of theatre, visual art, music & creative learning all of which were noted.	
CONCLUSIONS	The board welcomed the depth of information provided in the reports and asked that this format be continued.	
The board were very impressed with the MYT programme and recent successes and wish to thank Andi, Kate and all involved for all their hard work.		
Gordon talked about some of the highlights of the music programme, in particular the Iolaire project and the recent recording of Gaelic singer Joy Dunlop. There was discussion of the importance of valuing & supporting artists.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ensure reports are submitted for each art form	Karen	24/10/18

8 FINANCE REPORT

DISCUSSION	The reports were noted.	
CONCLUSIONS	The board thanked Lorraine & Brian for their hard work on the audit and accompanying work.	
Cheryl highlighted the need for finance committee to ensure we keep on top of interim and final reports. Karen advised that Winning Leishmann had provided Alasdair with a spreadsheet of letters sent, so that outcomes can be tracked.		
Lodge is being used by actors & crew, although there remains some work to be done. Board thanked Heather Waller, Roger Pendlebury & Island bakery who have all given their time to help.		
Karen told the board that artist Dugald MacInness had donated his workshop fee back to Comar to set up a small bursary scheme for young people.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ensure finance committee includes fundraising	Karen	24/10/18

9 GENERAL MANAGER'S REPORT

DISCUSSION	Contents of report were noted.	
CONCLUSIONS	Karen updated the board on progress towards the land purchase at Druimfin including the help given by MICT.	
Karen told the board that Rebecca has been helping with posters and leafleting during the season.		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop a tender proposal for land purchase plans	Karen	17/08/18

10 HUMAN RESOURCES

DISCUSSION	Contents of report were noted.	
CONCLUSIONS	Cheryl thanked Jan for stepping in during her recent absence.	
Cheryl has completed an audit of the timesheets introduced in April.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ensure objectives are set for AMc/LR/GMc	Cheryl	31/10/18
Ensure staff complete the location on timesheets	Karen	31/07/18
Ensure TOIL carry over policy is considered at HR committee	Karen	24/10/18

11 HEALTH AND SAFETY

DISCUSSION	Fire safety policy has been updated & will be considered at next HR committee
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12 RISK REGISTER

DISCUSSION	Contents of report were noted.
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13 ANY OTHER BUSINESS

DISCUSSION	There was no other business
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NEXT MEETING @ 10AM WEDNESDAY 24TH OCTOBER AT DRUIMFIN