

COMAR BOARD MEETING

MINUTES

16th April 2019 – held at An Roth, Craignure, Isle of Mull

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

AGENDA ITEMS

1. WELCOME AND APOLOGIES

2. MINUTES OF PREVIOUS MEETING

The Minutes of the Board Meeting held on 25th February 2019 were proposed by Jan Sutch Pickard and seconded by Mandy Eaglen.

3. MATTERS ARISING (not covered by Agenda)

The notes from the Extraordinary Board Meeting held on 29th March 2019 were proposed by Mandy Eaglen and seconded by Gordon MacLean. A copy of these notes had been sent to Laura Mackenzie-Stuart of Creative Scotland.

4. ACTION TRACKER

It was agreed that Gordon MacLean and Karen Ray would go through the current version of the Action Tracker to ascertain any items still requiring action. It was agreed, following this exercise, there would not longer be a requirement for the Action Tracker and would be removed from the Agenda.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Highlight outstanding Actions On Action Tracker	Gordon MacLean Karen Ray	31.5.19

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5. CHAIR REPORT

A Report from Jan Sutch Pickard, Co-Chair was received, and the contents noted.

Gordon MacLean wished to thank Jan for her support to staff during the recent difficult period.

6. DIRECTORS' REPORTS

- a. Acting CEO Report. Gordon MacLean highlighted his concerns of Comar's financial position and the state of the Theatre and An Tobar buildings. Gordon MacLean is pleased that Karen Ray is back in post.
- b. Music Report. The contents were noted. Gordon MacLean pointed out that attendance at events seemed to comprise more locals and less visitors. A Marketing meeting is being held this week.
 - i. Visual Arts Report – Contents noted.
 - ii. Creative Learning Report – Contents noted.
- c. General Manager's Report. The contents were noted. Karen Ray reported that she had spoken to Winning Leishman and would be meeting them to discuss plans for fundraising for 2020/21. Druimfin Lodge is now ready to receive its first visitors on 20th April 2019.

7. FINANCE REPORTS

A discussion took place on the Budgets for Electrifying Mr Johnson and Unspotted Snow. A better understanding of the costs for Unspotted Snow would be available once the current tour had finished.

It was confirmed the membership of the Finance Sub Committee comprised Barry Laurie, Will Thorne, Karen Ray and Gordon MacLean. A meeting to be convened at the earliest opportunity.

8. HR SUB-COMMITTEE REPORT/MATTERS

It was confirmed the membership of the HR Sub-Committee is Gordon MacLean, Karen Ray, Jan Sutch Pickard and Mandy Eaglen. It was also confirmed that Health and Safety would come under the remit of the HR Sub-Committee. A meeting to be convened at the earliest opportunity.

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9. ARTISTIC/PROGRAMMING GROUP

It was confirmed the membership of the Artistic/Programming Group comprises Mandy Eaglen, Gordon MacLean, Gordon Dougall, Mary McCluskey and Raymond MacDonald. It was agreed that Andi Stevens should be included too.

It was confirmed the Terms of Reference are defined by the Sub-Committee and signed off by the Board.

10. HEALTH & SAFETY

Nothing to report.

11. RISK REGISTER

Nothing to report.

12. BOARD MEMBER RECRUITMENT/THE WAY FORWARD

It was agreed to hold a core staff meeting as soon as possible to gather views and ideas for the future of Comar.

An Extra Ordinary Members Meeting to be held as soon as possible in order to elect 2 members to the Board. The Board can then co-opt another member. The Meeting will be an opportunity to engage with Comar supporters and listen to any ideas and share ideas for the future.

13. ANY OTHER BUSINESS

14. DATE OF NEXT MEETING

The next meeting to be held on 29th July 2019 – Venue to be decided.