

COMAR BOARD MEETING

MINUTES

25th February 2019 – held at An Roth, Craignure, Isle of Mull

Meeting Co Chairs: Jan Sutch Pickard, Gordon Dougall

Minute Taker: Debby Thorne

Attendees: Mandy Eaglen, Barry Laurie (by phone), Raymond MacDonald,
Gordon MacLean, Mary McCluskey, Karen Ray, Will Thorne

Staff: Karen Ray

Non-Board Members: Dawn Reade (part Board Meeting), Rebecca Adams (Finance)

Apologies: Alasdair McCrone

AGENDA ITEMS

1. WELCOME AND APOLOGIES

2. MINUTES OF PREVIOUS MEETING

Dawn Reade advised that Denise Baxter will now be paid as work is completed rather than on a Retainer as previously agreed at Board Meeting on 23rd January 2019.

3. MATTERS ARISING (not covered by Agenda)

Nothing to report

4. ACTION TRACKER

DISCUSSION: Mandy Eaglen raised the issue of heating at the Theatre. G MacLean pointed out that Winning Leishman were due to fund raise to help with costs of repair/replace the heating system, but this was on hold at present. It was agreed in principle to engage a fundraiser in order to raise funds for the heating

Rebecca Adams joined the meeting and introduced herself to Board members. She is taking on some of the Finance processes and activities as an interim role working alongside Karen. She plans to move Comar from Sage to Xero system at the end of March 2019. Payroll will be outsourced to a payroll provider from April 2019. There will be additional financial help from Malcolm MacDonald who will work up to 18 hours a week and will be able to process invoices and will document financial processes, as well as the work being undertaken by Karen.

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The question was asked how much had been spent on Electrifying Mr Johnston and the financial position for Unspotted Snow. Rebecca and Karen will work on this and hope to have some figures as soon as possible.

Rebecca advised that the plan at year end is for Sage to be shut down, and to ensure figures handed over to the Accountants are clean – and then to transfer to the new Xero system.

If Board members require any particular reports, to email Rebecca directly at Rebecca@arleaccounting.co.uk

G MacLean congratulated Karen on finding an excellent replacement to deal with Comar financial systems and for putting in so much work into seeing finance operations through this difficult period.

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--|--------------------|----------|
| Provide costs of EMJ & US | Karen & Rebecca | ASAP |
| Karen to show Rebecca reports provided at present. | Karen | 15.3.19 |
| Board members to advise Rebecca any reports required | All Board Members | 15.3.19 |

5. REPORT FROM NON-EXECUTIVE SESSION

G MacLean has accepted a request from the Board to become Acting CEO for the interim period. This will allow our VAT position to remain unchanged.

A separate meeting to be held with G MacLean to define his Acting CEO responsibilities to be held within the next 2 weeks. There will be no change in his remuneration at present.

There are 2 issues that require urgent attention. A meeting of the HR Sub Committee needs to be convened. More work is required on the Report for Creative Scotland.

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--|--------------------|----------|
| Meeting with G MacLean to define Acting CEO responsibilities | Board members | 12.3.19 |

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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|---|--------------------|----------|
| HR Sub Committee meeting to be convened | Dawn Reade | ASAP |
| Creative Scotland report to be updated | Karen/G MacLean | ASAP |

6. CHAIR REPORT

Nothing to Report

7. DIRECTORS' REPORTS

- a. No reports from Theatre/Visual Arts/Creative Learning.
- b. G MacLean verbally reported updates to his last Board report on Music.
- c. Report received from General Manager. Karen also reported she had met Laura McKenzie-Stuart which had gone well. She had also attended an Arts and Business meeting with Jan and had made some good contacts.

8. FINANCE SUB COMMITTEE REPORT

Due to workload, time constraints and the changes in Finance Department, there were no Financial reports. The Finance Sub Committee comprises Barry, Will, Karen and G MacLean. Karen advised the latest position on the bank account. Creative Scotland funds are due in April.

9. CONTRACTS (for Contractors)

Jan confirmed she had signed a contract for Lee McCrone.

Jan confirmed the Unspotted Snow Tour is going ahead.

Alasdair to provide a budget for Unspotted Snow. G Dougall to ask Alasdair to provide a budget.

A brief discussion on the process for issuing of contracts took place. Mary McCluskey advised contracts would be signed now and the process re-visited at a future date by HR Sub Committee.

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|-------------------------------|--------------------|----------|
| Budget for Unspotted Snow | G Dougall | ASAP |
| Process for Issuing Contracts | HR Sub Committee | 31.3.19 |

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9. HR SUB-COMMITTEE REPORT/MATTERS

Dawn to convene a meeting of HR Sub Committee

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|---|--------------------|----------|
| Meeting of HR Sub Committee To be convened | Dawn Reade | ASAP |

10. ARTISTIC/PROGRAMMING GROUP

It was agreed that there was a need to fill the theatre programme, but G MacLean pointed out that our first priority must be to support our in-house productions and if the budget ends up tighter than expected, it would be better to spend less on incoming productions.

The suggestion of involving community theatre and residences are subjects that would need to be discussed in more detail as it has not previously been part of submissions to Creative Scotland.

Mary requested the word 'Programming' be removed from the group title. This is a consultation group between Staff and the Board. G MacLean agreed to join the group. A meeting of the group to be convened shortly by Mandy.

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|---|--------------------|----------|
| Meeting of Artistic Group to be convened | Mandy Eaglen | ASAP |

11. HEALTH & SAFETY

G MacLean reported electrical work at An Tobar had been completed.

12. RISK REGISTER

Nothing to report.

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13. BOARD VACANCIES

- a. G MacLean appointed as Acting CEO
- b. It was agreed a Supporter meeting was needed, maybe mid-summer, to fill the remaining vacancies on the Board. There is a gap of 2 locally elected members. It was suggested a social media campaign to generate interest and to approach those who had expressed an interest in the past.

14. ANY OTHER BUSINESS

Barry reminded the Board Karen's last date is 21st April and asked what was going to happen. This is an urgent item for the HR Sub Committee.

G MacLean, Karen and Jan to meet before the end of the week to update the Creative Scotland report.

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--|---------------------|----------|
| Karen resignation for HR Sub Committee Agenda | Dawn Reade | ASAP |
| Update Creative Scotland Report | Karen/G MacLean/Jan | 5.3.19 |

Date of Next Meeting: Tuesday 16th April 2019 – Venue to be decided.