**Culture NL Board Meeting**

**Minute of Board of Directors**

**Held in**

**Meeting Room, Concert Hall & Theatre, Motherwell on Monday 12 June**

**2017 at 1pm**

Present: James Law (Chair)

Alison Denvir

Adam Smith

David Craig

Michael McPake

Heather McVey

Kirsten Larson

Olivia Carson

Trevor Douglas

Karen Fleming

Gillian Hunt

In Attendance: Jillian Ferrie, Chief Executive, Culture NL (CNL)

Hugh MacMaster, Finance Manager (CNL)

Thomas O’Hagan, Accountant (NLC)

Lorraine Fisher, Client Monitoring Officer (NLC)

Fiona Ekinli, Company Secretary

Lauren Love, Paralegal, (NLC)

David Carroll, Business Development Manager, Culture NL

Jennifer Lees, Partnership Unit (NLC)

Apologies: Alan Beveridge

John Lambert

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| **1)** | **Apologies**  Apologies were noted. |
| **2)** | **Appointment of Chair and Trade Union Director**  Discussion took place regarding the appointment of a new Chair and it was decided that this should be delayed until after the Training and Induction Session for Directors has taken place. |
| **3)** | **Declarations of Interest**  No declarations of interest were made. |
| **4)** | **Minutes of Previous Meeting**  Draft minutes were presented to the Board. Jim Law (JL) proposed and Adam Smith (Asm) and Alison Denvir (AD) seconded.  The Board confirmed there were no matters arising from the previous minutes. |
| **5)** | **Marketing Update Report and Presentation**  David Carroll delivered a presentation to the Board on the Marketing Update Report.  It was noted that there were 3 strategy areas:   * 1st market to present – same customers and what is most effective. * 2nd market to develop – new customers, increase attendance and sales ie number of tickets, capture postcodes, increase online and social media targets. * 3rd role of marketing team – analysing opportunities, developing the brand, right people know what product/brand is required.   Aim is to deliver the right products and target the needs of the customers.  .  (JLaw) asked how do we allocate/resource these services ie:   * reports explaining how/what, * print and distribute return in investment online – making these less expensive. * Encourage online purchases – (JL) asked the question of do you do a print audit and DC confirmed that the Marketing team do not currently audit on leaflets left or picked up in any NL premises.   At the end of the Presentation David Carroll thanked the Board for their time and advised that any suggestions would be welcomed. |
| **6)** | **Verbal Update following Audit & Governance Meeting**  Alison Denvir presented to the Board an update on the A&G meeting where internal audit reports had been presented. A few points of actions were noted and management action is being taken to address any issues.  The following was identified :   * Business Continuity Plans to be developed following template provided by Internal Audit; * Corporate Governance report highlighted requirement for further Board training; * Year End Catering (CIC) reported highlighted future financial burden relating to auto enrolment – HMacM will provide future report to A&G   Also discussed were Leases required for the Muirfield business units - JL ask the board   * How do you authorise the sublease for any business? * How services are costed? * How do we manage these leases?   All questions were answered by J Ferrie. |
| **7)** | **Q4 and Year End Performance Report**  JF presented to the Board the report for the Quarter from January 2017 to March 2017.  It was reported that 90% of performance targets were within or above threshold up to the end of Q4 and that indeed over the year 90% of targets were above or within threshold.  Over the year attendance has dropped by 13.5% compared with 2016/17 mainly due to service removal due to efficiency savings however income has increased by 3.4% (as per target) compared with 2016/17.  Year end sickness absence has reduced by 1.31 annual average sickness absence FTE days lost per employee compared with 2016/17 and 93.7% of business plan targets were either completed or on track, whilst only 2.7% (one action) was slightly behind.  The Board noted the contents of the report. |
| **8)** | **Chief Executive Update Report**  JF presented the report to the Board.  JF provided an update on efficiency savings at year end; business plan targets at year end (73% green and completed); ALEO review; British Transplant Games; National Theatre of Scotland project; the CultureNL/Edinburgh Book Festival collaboration; Colzium café and visitor centre and future potential regeneration projects.  The board noted the contents of the all the reports. |
| **9)** | **Finance Report**  Hugh McMaster (HMcM) presented to the Board a verbal Revenue report.  JL commented that it would be helpful to produce a report for the board to review. |
| **10)** | **IT Update Report**  JF presented the basic report including the number of projects ongoing.  As brought to the attention of the board the rebranding of the WIFI name for the Motherwell Concert Hall, as at present is listed as EE WIFI. |
| **11)** | **Board Training and Induction (date to be set)**  JF/FE to develop training session. |
| **12)** | **Date and time of next meeting**  AS suggested that meetings to be rotated to other venues giving availability. |

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