

STÒRLANN BOARD OF DIRECTORS 2014

MINUTE OF MEETING OF BOARD OF DIRECTORS

10:30 a.m., Thursday, 6th February 2014
An Tosgan, Seaforth Rd, Stornoway.

Present:

Jim Whannel - Chair
Kenneth Murray - Vice Chair
David Craig
Norma Martin
Donald A MacLeod
Janet Dunsmuir - Scottish Government
Mairi MacMillan - Bòrd na Gàidhlig
Archie MacLean (tele-conference)

Roddy Cunningham - Mann Judd Gordon
Donald W Morrison – Chief Executive Stòrlann
DJ MacRitchie - Stòrlann (Note of Minute)

Apologies

Donald MacLeod

ITEM		ACTION
	OPENING ITEMS	
1a	Welcome	
1b	Apologies from Donald MacLeod	
1c	No notes of interest were presented.	
	MINUTES	
2a	Meeting of Board of Directors Monday 4th November 2013, Atlantic Quay, Glasgow, were approved	
2b	Matters arising: Changes requested at Items 3, 5g, 5a, 5e and 6e	

<p>3</p>	<p>REPORT FROM THE CHIEF EXECUTIVE</p> <p>The Chief Executive provided the Board with an update on Stòrlann business as per appendix SB 2014-1-3.</p> <p>These points were discussed following the report:</p> <ul style="list-style-type: none"> • The CEO informed members that after a successful CLAS meeting, it was agreed that Storlann would now attend CLAS meetings • The CEO informed members that the GLPS focus group's nominated individual, Catriona MacIntyre, cannot begin working on the project until the 14th April 2014. It was agreed that the Chairperson, Chief Executive, Janet Dunsmuir and Norma Martin meet to discuss further options as to a suitable candidate • The Board of Directors are to be supplied with a link to the Bord na Gaidhlig report from the Academy working group • The Board of Directors acknowledged that the current level of funding that Storlann receives annually will not meet future demand for resources and agreed to continue the ongoing dialogue with funding partners • The Chair informed the Board that at MRG meeting local authority representatives were requested to submit to Storlann an audit of Storlann resources and GME pupil numbers for August 2014-15 with projections for 2015-16 • The four largest GME providing authorities distribution centres will meet with Storlann to arrange an audit of existing stock. <p>The board agreed that, as a means of avoiding duplication of reporting, the CEO's report be integrated with the agenda headings.</p>	<p>CEO</p>
<p>4</p> <p>4a</p> <p>4b</p> <p>4c</p> <p>4d</p>	<p>FINANCE BUSINESS</p> <p>Storlann Accounts – Quarter 3 2013 - 14</p> <p>Mann Judd Gordon submitted quarter 3 accounts. Storlann finance, as per projections to the end of March is on track.</p> <p>The sum of £15,000 was agreed as a target for the replenishment of the funding reserves. January invoicing to be submitted as soon as was possible.</p> <p>Colour coding provided within presented accounts to show curriculum levels would be helpful.</p> <p>Xero accounting system to be introduced by 1st April 2014</p> <p>Mann Judd Gordon left the meeting</p>	<p>CEO/MJ</p>

5	<p>CORPORATE AFFAIRS AND STAFFING</p> <p>The Chief Executive provided board members with an update.</p>	
5a	<p>Memorandum and Articles</p> <p>MacLeod and MacCallum; Solicitors, require confirmation of board members with proof of identity. Members requested that they any additional costs beyond the current £3,000 estimate be returned. The board agreed that to aim for a draft for March 2014. The Chief Executive to write to MacLeod and MacCallum informing them of Board decision and to proceed. Countersigned identification of all directors will be forwarded by Storlann to MacLeod and MacCallum before delivery of draft Mem and Arts.</p>	CEO
5b	<p>Stornoway Gaelic Hub - An Tosgan</p> <p>Board of Directors approved the minute; that the previously allocated hot-desk to Bòrd na Gàidhlig be re-allocated to the An Tosgan tenants. This change makes no alteration to the Bord na Gaidhlig funding input, which remains at the same level as was featured in the original document.</p>	
5c	<p>Staff Contracts / Existing and forthcoming vacancies</p> <p><u>Project Administrative assistant</u> This post is currently vacant following two withdrawals. The third candidate, is currently on eight week employment scheme with Storlann and will be brought to interview.</p>	
5d	<p>Staff – Change of conditions of service request</p> <p>The Board of Directors approved the minute, in this instance, giving the Chief Executive the powers to grant additional unpaid annual leave. The staff handbook to be changed accordingly.</p>	CEO
5e	<p>Staff Pensions</p> <p>Donald Martin, of Succession Group is liaising directly with staff.</p>	
5f	<p>Stòrlann Directors</p> <p>Board members noted that David Craig, North Lanarkshire Council is to be replaced by Robert Dalziel and Chris Deplano, Perth and Kinross has resigned.</p> <p>Donald A MacLeod left the meeting</p>	
5g	<p>Stòrlann staff meeting</p> <p>The Chief Executive provided an update of the Stòrlann staff meeting</p>	
5h	<p>Homeworkers allowances</p> <p>Following discussion, the Board of Directors agreed that the Chief Executive seek further independent legal advice. The Chief Executive is to liaise directly with the Chairperson who will liaise with the Board of Directors.</p>	CEO

5i	Risk register The Board of Directors requested that Stòrlann staff and board members were encouraged to input towards the Risk register. Board members requested that Risk register be placed as an agenda item for the next board meeting.	CEO
5j	Stòrlann Policy review The Board of Directors approved the revised Data Protection and Equalities policies.	

<p>6</p> <p>6a</p> <p>6b</p> <p>6c</p> <p>6e</p>	<p>PROJECTS AND CONTRACTS</p> <p>Resources Schedule 2013-14 Board of Directors accepted the format of presentation for the resource schedule.</p> <p>An t-Alltan / An t-Alltan Beag 2014 The Chief Executive provided members with the dates for the forthcoming conferences: Alltan Beag – 30 September 2014 and Alltan – 1 & 2 October 2014</p> <p>Bord na Gaidhlig An t-Alltan Beag The Scottish Government recommended that a letter of invitation requesting attendance at the Alltan Beag be sent to the Early Years Minister.</p> <p>Education Resources Members discussed the need for key educational agencies with Gaelic responsibility to meet and discuss the key themes to provide a national strategy on resource provision. Archie MacLean left the meeting</p>	<p>CEO</p>	
<p>7</p>	<p>Communications and PR Stòrlann novels were featured in Cothrom magazine Some Stòrlann staff attended the National Gaelic Awards, though no awards were won.</p>		
<p>8</p>	<p>AOCB Board of Directors thanked David Craig for his contribution and support during his period on the board.. The meeting closed at 1345.</p>		