



**Minutes of Meeting of HITN Board of Directors
held on Tuesday 9 September 2008, at HI~Arts, 12.30 – 14.30**

Present: Ian Brown (Chair), Dolina MacLennan, Sandy Anderson, Euan Martin, Jackie Goode. In attendance: Robert Livingston (HI~Arts), Karen Ray (HI~Arts Business Manager), Muriel Ann MacLeod, Stuart Brownlee.

Apologies: None.

1. Welcome - minutes of the meetings of 13 August 2008

1.2 The Minutes of the meetings of 13 August 2008 were approved.

2. Matters arising (from Action Checklist):

13 August 2008

2. Matters arising (from Action Checklist):

4. (IB and SB) – to circulate Moray HITN member companies inviting representation on the HITN Board as a co-opted Member Director for the coming year. [see item 5 below]. **DONE**

3.3 ACTION: (SB and KR) - to liaise to ensure that all outstanding accounts and fees / expenses are paid as soon as is practically possible. **DONE – awaiting invoice from Vastersbottentatern for £3,250.**

[In the light of the information in section 3.2 and attached projected bank statement, the reinstatement of (SB's and MAMAcL's) fees from 13 August has been put on hold until the Board can review the position at its next meeting on 9 September]. **DONE – to be claimed on this year's subscriptions received on next quarterly return. From next year VAT will be added on top of membership subscription, rather than contained within it, as was the case this year.**

3.4 ACTION: (SB and KR) – to liaise regarding membership subscriptions and VAT. **DONE.**

- 3.5 ACTION: (IB) – to continue to source VAT advice. **ONGOING.**
- 4.1 ACTION: (IB, SB and KR) - to liaise regarding Gift Aid payments. **DONE – Gift Aid Registration forms requested from HMRC. [(SB) – to let all Board Members know the number of Board meetings they have attended so that back-claims can be made on travel expenses – Board members to decide individually whether Gift Aid is to apply. Copy of Mileage claim form and Gift Aid forms to also be supplied to Board members.]**
- 4.2 ACTION: (IB) – to work on fundraising proposals. **ONGOING.**
- 4.3 ACTION: (IB and DMacL) – to liaise regarding the proposed Simon Mackenzie Fund and the recent potential benefactors approach. **ONGOING – VAT claim on ticket sales not possible as HITN is hiring the space as a co-promoter with Eden Court who is selling the tickets.**
5. ACTION: (IB and SB) – to circulate Moray HITN member companies inviting representation on the HITN Board as a co-opted Member Director for the coming year. **DONE – Moray Members meeting Wednesday 17 September 2008 agenda item.**
- 7.1 ACTION: (SB and KR) – to liaise on dna2007 final budget outturn and audited accounts. **ONGOING.**
- 9.1 ACTION: (MAMacL) – to postpone the proposed Fight Course until 2009 and notify all relevant parties. **DONE.**
- 9.3 ACTION: (IB, MAMacL and SB) – to liaise over arrangements for next HITN members meeting – **ONGOING – to be agreed once NTS contacted regarding their availability (MAMacL),**

3. HITN Budget – update (includes agenda item 7 below)

- 3.1 (KR) – presented a re-formatted overview of the HITN 2008 – 09 budget, showing budget against ‘to date’, ‘to come’ and anticipated outcome for income and expenditure. It was confirmed that this budget did not as yet show elements of gift aid that were due to be drawn down (still awaiting registration forms from HMRC). Board members intimated that there was still some confusion in the way the financial information is presented and (KR and SB) to take another look at how best to do this in future.

ACTION: (KR and SB) – to review format for presentation of financial information to the Board.

- 3.2 (KR) – presented an overview of the HITN Bank balance at close of last statement received (07/08/09), which shows a surplus of £1,588. With credit and debit payments still to come, this surplus will rise to £7,352. On this basis

(IB) proposed, and the Board agreed, to authorise September and October fee payments for (MAMacL and SB). Following a query by (SB) on outstanding fee and expenses payments due for (MAMacL and SB) for July and August, it was agreed that these would be settled at the close of the meeting. (IB) – indicated that he would continue to guarantee the bank overdraft until the end of October, when the financial situation would again be reviewed. [note – the signed guarantee agreement with bank is to the end of December 2008 at which time the Bank will carry out a review).

- 3.3 (KR) – requested that the Board consider that electronic banking facilities be put in place in order to facilitate the timeous payment of accounts. This was approved by the Board and the necessary paperwork was signed by the Chairman and Company Secretary.
- 3.4 (IB) – requested that as a result of the continuing uncertainty around the financial position of HITN, that every effort be made by officers to disentangle the dna2007 and HITN account positions by the end of September 2008. This was agreed by the Board. (SB, KR and CMAcL to action) [note: (SB) to meet (CMAcL) on Tuesday 16 September 2008 regarding outstanding issues related to dna2007, including the final SAC claim for £1,000, as well as the HITN claim to SAC for 2007 – 08].

ACTION: (SB, KR and CMAcL) - to action resolving the dna2007 and HITN account positions by the end of September 2008.

[note: (SB) to meet (CMAcL) on Tuesday 16 September 2008 regarding outstanding issues related to dna2007, including the final SAC claim for £1,000, as well as the HITN claim to SAC for 2007 – 08].

4. Fundraising.

- 4.1 (IB) – reported on the plans for the Simon MacKenzie evening fundraising event at Eden Court Theatre on Friday 24 October 2008. The funds raised would be the launch funding for the ‘Simon MacKenzie Trust Fund for Gaelic Youth Theatre’. (IB) – indicated that a reply had been made to the recent letter of proposed sponsorship received for a separate initiative involving Sabhal Mòr Ostaig, giving the details of the setting up of the Simon MacKenzie Funs and enquiring if consideration could be given to aligning the two initiatives – a response is awaited.
- 4.2 (IB) – indicated that contracts had now been received from Eden Court for the Simon MacKenzie evening event and that these would be scrutinized prior to signing. It was confirmed that full ticket prices would be £20, with HITN members concession of £10 (maximum 2 tickets per each paid up member company), Friends of Eden Court discount of £2 per ticket, and around a dozen guest tickets for close family and Simon’s partner. (IB) – will liaise with (RB of Eden Court) regarding deadline for concessionary ticket requests – this will circulated to members.

ACTION: (IB) – to check and sign-off Eden Court contracts and to liaise with (RB) regarding concessions deadline and inform members.

- 4.3 (DMAcL) – informed the Board that she was meeting with Pròiseact Nan Ealan (PNE) the Gaelic Arts Agency on 10 September 2008 to discuss their

involvement in the occasion. She indicated that PNE had agreed that their mailing list could be used for sending out invites and that they would pay for the costs of hire of Eden Court for the evening. She also confirmed that a piano would be required on stage and the ability for A-V/DVD projection (contract to be checked) (IB and DMAcL) to continue to work on pulling the programme together.

ACTION: (IB) – to check contract regarding technical arrangements (e.g. provision of piano and A-V/DVD presentation capability).

4.4 (DMAcL) – enquired about opening a separate bank account for the Simon MacKenzie Trust Fund. (RL) – proposed that, given the amount of time it is likely to take to set this up, HI~Arts acts as the account holder initially until such times as the formalities related to setting up the Simon MacKenzie Trust are completed. HI~Arts can also manage any Gift Aid requests in the short term as it is a registered Charity. This was agreed by the Board.

4.5 (SA) – asked for confirmation that the event of 24 October 2008 would have a zero impact on HITN's budget. (IB) – confirmed that this was the case.

4.6 (SB) - indicated that while the Highland LEADER Programme was not yet available for applications there was an online enquiry form available to register interest – it was agreed that HITN should register interest, possible project proposals to be worked up by (IB, MAMacL and SB by e-mail).

ACTION: (IB, MAMacL and SB) – to liaise by e-mail on preparing possible project proposals for registering on the Highland LEADER website.

5. Board membership.

5.1 (IB) – the next meeting of Moray Companies (17 September 2008) will consider the request to nominate a representative for the HITN Board.

ACTION: (IB) to report back to the next Board meeting on the decision of the Moray companies regarding the invitation to nominate a HITN Board representative from amongst their group.

6. Membership Requests – none pending.

6.1 (SB) – reported that three companies had indicated that they would not be renewing HITN membership for this year. These were, Timemasters, Tabula Rasa and Promote YT. Promote YT has indicated that it would hope to be in a position next year to renew membership of HITN and that it wished to continue to co-operate with HITN in the interim where appropriate.

6.2 (RL) – proposed that a formal approach should be made to Fèisean nan Gàidheal (FnG) about them taking up HITN membership, particularly in the light of their ongoing successful Meanbh-Chuileag theatre-in-education project. This was agreed by the Board

ACTION: (IB, MAMacL, SB) – to action an approach to FnG regarding HITN membership.

7. DNA2007 budget outturn – update.

7.1 Taken with agenda item 3 above.

8. Proposed projects (dna2009; Cultural Incubators; Northern Connections 2) – update.

8.1 dna2009: (MAMaCL) – proposed that given the timescale left between now and September 2009, consideration be given to not moving forward with a ‘dna’ type event in 2009. (IB) and (RL) – expressed similar concerns regarding the priority being on securing HITN’s financial stability. The fact that four Highland based companies had successful slots at this year’s Edinburgh Fringe would also point to HITN putting more effort into helping HITN member companies with next year’s Fringe. If a ‘Highland’ presence at the Fringe 2009 can be achieved this can also be used as an opportunity to promote a remodelled ‘dna’ type event for 2010. (DMAcL) – suggested that this matter be discussed following the Simon MacKenzie memorial event to be held at Eden Court on 24 October this year, in order to assess its success and with a view to considering a multi-arts mini-2009 ‘Homecoming’ type event in September 2009, keeping HITN’s profile alive and promoting a festival event in 2010. Following discussion, the Board agreed to this course of action, with the 2009 Eden Court September dates reservation being retained in the meantime and the subject to be discussed at the next full members meeting.

ACTION: Eden Court reserved dates for September 2009 to be retained for the time being and the subject of a ‘Homecoming’ type event for September 2009 and a remodelled ‘dna’ type event for 2010 to be put on the agenda for the next Members meeting.

8.2 Cultural Incubators: (MAMaCL) – reported that this project was with colleagues in Sweden and that we were awaiting information about the ‘No Cry’ project with Moray College before a decision can be taken on whether or not HITN companies could or should join in with the proposed re-application to the Northern Periphery Programme.

8.3 Northern Connections 2: (MAMaCL) – reported that she now had a contact for the LEADER Programme in Sweden and that work will be carried out to seek information and investigate the possibility of a trans-national project for LEADER funding. (MAMaCL) – reported that NTS had indicated a desire to be involved in any such collaboration. (RL) – reported that the position regarding possible HIE support for such a collaboration remains uncertain at this point in time. He also indicated what HIE will fund in future will be directed by two possible routes: 1) through Creative Industries (although this is unlikely to apply in their definition of the ‘creative industries’ to theatre arts; and 2) through the social enterprise route (more likely, but not without challenges).

ACTION: (MAMaCL) – to continue to seek information on the possibility of submitting a trans-national project application to the LEADER Programme for Northern Connections 2.

8.4 (IB) – circulated a copy of a report by himself and Muriel Anne MacLeod on ‘Northern Connections – a case study of a Scoto-Swedish theatre link’ which

has recently been published in the Contemporary Theatre Review, Vol.18, Issue 3. (IB) – will explore the possibility of sourcing permission for a .pdf copy to be circulated to HITN members by e-mail.

ACTION: (IB) – to explore the possibility of sourcing permission for a .pdf copy of the ‘Northern Connections’ article to be circulated to HITN members by e-mail.

9. Any Other Business

9.1 (RL) – reported on behalf of the Moray companies that the recent SAC Inspire Fund application had been unsuccessful. This had been submitted by the Moray Arts Team on behalf of Moray based companies to create ‘The Moray Mysteries’ project. This was just one of the 410 applications turned down, with only 13 projects being invited to go forward to the next stage of application. The most interesting element of the SAC rejection letter was reported as being the statement regarding the SAC’s concern about ‘religious exclusivity’ of the proposal.

9.2 (MAMaL) – indicated that in relation to HITN’s charitable status and the forthcoming OSCR returns (January 2009), any Gift Aid transactions involving work carried out for the company by Directors of the company required evidence of a written contract.

ACTION: (SB) – to confirm that (IB) had been provided with the appropriate written contract for the work he carried out as part of dna2007 for which a Gift Aid donation has been made.

9.3 (RL) – suggested that given the success of the four Highland companies at this year’s Edinburgh Fringe, HITN could perhaps add its influence to encourage Eden Court Theatre to consider showcasing HITN members companies more often. This was agreed by the Board.

ACTION: (IB) – to draft a letter for sending to Eden Court regarding the showcasing and support for Highlands and Islands based companies.

10. Date, time and place of the next meeting

The date and time of the next Board of Directors Meeting will be Friday 24 October 2008 at 12.30 at the offices of HI~Arts.

HITN BOARD 09/09/08 - ACTION CHECKLIST:

- 2. Matters arising (from Action Checklist):**
- 3.3 ACTION:** awaited invoice from Vastersbottenteatern for £3,250 to be paid on receipt.
- 4.1 ACTION:** (SB) – to let all Board Members know the number of Board meetings they have attended so that back-claims can be made on travel expenses – Board members to decide individually whether Gift Aid is to apply. Copy of Mileage claim form and Gift Aid forms to also be supplied to Board members.
- 9.3 ACTION:** (MAMaL) – to approach NTS regarding dates for their availability to attend the next HITN Members meeting which has still to be arranged.
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- 3.1 ACTION:** (KR and SB) – to review format for presentation of financial information to the Board.
- 3.4 ACTION:** (SB, KR and CMAcL) - to action resolving the dna2007 and HITN account positions by the end of September 2008.
[note: (SB) to meet (CMAcL) on Tuesday 16 September 2008 regarding outstanding issues related to dna2007, including the final SAC claim for £1,000, as well as the HITN claim to SAC for 2007 – 08].
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