



**Minutes of Meeting of HITN Board of Directors  
held on Friday 24 October 2008, at HI~Arts, 12.30 – 14.45**

**Present:** Ian Brown (Chair), Dolina MacLennan, Sandy Anderson, Euan Martin, Jackie Goode, Chris Lee. 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 9 September 2008**

- 1.1 The Chairman welcomed Chris Lee (Wildbird) as a new Board Member [see 5.1 under 09/09/08 Action Checklist and agenda item 5.1].
- 1.2 The Minutes of the meetings of 9 September 2008 were approved.

**2. Matters arising (from Action Checklist):**

**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. **DONE**
- 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. **DONE (24/10/08 by e-mail)**
- 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. **DONE**
- 3.1 ACTION: (KR and SB) – to review format for presentation of financial information to the Board. **DONE**

- 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]. **Still in progress**
- 4.2 ACTION: (IB) – to check and sign-off Eden Court contracts and to liaise with (RB) regarding concessions deadline and inform members. **DONE [DMAcL reported that c£5.5k in sponsorship for the Simon Mackenzie celebration evening had been raised, that she had opened a Bank Account for the Trust and that PNE was making arrangements for the event, including marketing. The intention is that the Trust Board has an independent Chair and two representatives each from the HITN and PNE Boards].**
- 4.3 ACTION: (IB) – to check contract regarding technical arrangements (e.g. provision of piano and A-V/DVD presentation capability). **DONE**
- 4.6 ACTION: (IB, MAMacL and SB) – to liaise by e-mail on preparing possible project proposals for registering on the Highland LEADER website. **Still in progress [Highland LEADER programme opens for applications on 11 December 2008]**
- 5.1 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. **DONE**
- 6.3 ACTION: (IB, MAMacL, SB) – to action an approach to FnG regarding HITN membership. **Still in progress [MAMacL has made an initial approach]**
- 8.1 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. **DONE**
- 8.3 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. **Still in progress [MAMacL reported that Swedish LEADER may be interested in collaborating].**
- 8.4 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. **DONE**
- 9.2 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. **Still in progress**

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

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

3.1 (KR) – reported on progress being made to resolve outstanding matters in relation to the HITN 2007-08 and the dna2007 accounts. (SB) – reported that all outstanding expenditure against dna2007 had now been cleared, but that further work is to be carried out by (KR and SB) to clarify outstanding issues surrounding the placement of expenditure in the accounts for the Northern Connections project, Scotland Hotel payments, and fees between the dna2007 and HITN budgets for 2007-08.

(SB) – reported that the only outstanding income claim for dna2007 lay with HIE for a sum of £2,954.49, payable on receipt of a report on development plans for 2009, which has now been submitted [see agenda item 8.4]. (SB) – reported that the remaining funds payable by SAC for HITN in 2007-08 had been claimed and received.

**ACTION: (KR and SB) – to continue to investigate and find appropriate solutions to outstanding accounting matters. (MAMaCL) - to assist with identifying the detail of the Northern Connections project budget. Future action will also be required to ensure that any project work undertaken by HITN has a separate budget set up in order to avoid similar confusion.**

3.2 (KR) – presented an overview of the HITN Income and Expenditure budgets for 2008-09, which show a forecast surplus of £7,293 at year end. However, this must be offset against the HITN Bank account balance, which at close of last statement received (24/10/08), shows a deficit of £866.71, and which has a projected year-end deficit of £4,375.96.

**ACTION: (IB) – as a result of this (MAMaCL and SB) will revert to one day a week for the month of November and the financial situation will be reviewed again at the next Board meeting in December. Only essential expenditure will be incurred during this period in order to support the next Members meeting planned for the 14 November 2008.**

3.3 (RL) – proposed that the HITN Board make a case for consideration by the HI~Arts Board to waive HITN's 2008-09 financial commitment to HI~Arts in relation to Office Space Hire and Website (a total of £2,500). This proposal was gratefully agreed to by the Board.

**ACTION: (IB) – to draft a letter to the HI~Arts Board regarding the current financial position of HITN and requesting consideration of assistance in respect to the waiving of Office Space Hire and Website fees for the year.**

### 4. Fundraising.

4.1 (IB) – reported on the submission of a recent tender to SAC by Ian Brown Consultancy in association with HITN for a two year contract to deliver

support for an international networking programme for theatre and dance organisations in Scotland. If successful, this bid would go some way to generate an additional income stream for HITN. [following interview, this submission was unsuccessful].

- 4.2 (RL) – reported that he had approached HIE regarding their ongoing changes of funding emphasis, and that there was no clear outcome to this as yet. However, he reported that there did appear to be a good understanding of the need to nurture the sector and individual companies in relation to the shift to supporting the social enterprise model. (RL) – also proposed that the time was not yet right for the intended high-level meeting with SAC, HIE and LA's regarding theatre and dance in the Highlands & Islands as the broad policy readiness of both SAC and HIE is not yet clear, although both organisations are aware of the situation.

**ACTION: (IB) – to keep a watching brief on the timing of arranging a high-level meeting with SAC, HIE and LA's about the future of theatre and dance companies in the Highlands & Islands.**

*Agenda Item 8 was taken at this point to receive MAMacL's input as she would have to leave the meeting at 14.00. [see agenda item 8]*

## **5. Board membership.**

- 5.1 (IB) – Following an approach to the Moray-based HITN member companies, Chris Lee of Wildbird has been nominated, and agreed, to sit as a HITN Corporate Member Director. This will be reported to the next meeting of the HITN Members on 14 November 2008 and the position will come up for re-election at the next AGM in 2009.

**ACTION: (IB) – to report to the Members meeting on 14 November that Chris Lee (Wildbird) had been nominated and agreed to sit as a Corporate Member Director on the HITN Board until the next AGM in 2009.**

## **6. Membership Requests – none pending.**

- 6.1 (SB) – reported that the following companies had still not renewed their HITN Membership: As an t-Sireadh eu-Comasach/Adventurers Unlimited; Grey Coast, Plan B, Dannsa, Traverse and Ballet West.

**ACTION: (IB) – undertook to approach the companies to establish their intention 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 Cultural Incubators: (MAMacL) – reported that this project was still ongoing and would not be led by HITN, with colleagues in Sweden possibly taking the

lead in a proposed re-application to the Northern Periphery Programme for a joint Sweden, Norway, Finland, HITN project. As the project would require a local authority partner, (MAMaCL) is arranging a meeting with The Highland Council's International Officer.

- 8.3 Northern Connections 2: (MAMaCL) – reported that the possibility of a trans-national project for LEADER funding was still being pursued and tabled a potential budget for consideration by the Board. There were concerns expressed about the low level of HITN administration charges within the proposed budget. (RL) – reported that HIE no longer has a strong international steer and that this would have a bearing on any match funding potential. (IB) – indicated that he would be prepared to put in time and charge it back to HITN (with Gift Aid) for taking NC2 forward.
- 8.4 dna2009: (IB) – spoke to a previously circulated paper on the potential future for a 'dna' type event being postponed until 2010 at the earliest. This was agreed by the Board.
- 8.5 Following discussion by the Board (in MAMaCL' absence) the following issues were raised:
- a) is this what the members want?
  - b) is there a danger of just 'chasing the money'?
  - c) do HITN's four business objectives need to be reviewed?

As a result of this discussion, it was agreed that given the recent changes in the funding landscape, the financial challenges currently faced by HITN and the need to review the current HITN Business and Marketing Plan, there needs to be a single agenda item members meeting to address these matters. It was further agreed to intimate this at the next Members meeting in November and aim to arrange such a 'think tank/brainstorming' meeting before the end of the year if possible, with representation from SAC, HIE and HISEZ (Highlands & Islands Enterprise Zone).

**ACTION: (IB) – a single agenda item members meeting to be arranged to review the current HITN Business and Marketing Plan and discuss the future direction of HITN.**

## 9. Any Other Business

- 9.1 (IB) – summarised and confirmed the Board decisions to:
- a) put (MAMaCL and SB) onto one day per week for November (to be reviewed at the next meeting of the Board in December).
  - b) to suspend all activity relating to international, 'dna' and training strands of HITN's activity until the situation is reviewed again in December 2008.
  - c) request to the HI~Arts Board that consideration be given to waiving HITN's fees for Office Space Hire and Website.
  - d) that following the next Members meeting in November, a single agenda item members meeting day is set aside for members by way of a 'think tank' / 'brainstorming' session to review and take HITN forward.

- 9.2 (CL) – proposed that what HITN members want is quite simple: to ‘do’ work, and get in front of audiences and perform.
- 9.3 (IB) – proposed that what we might now be looking at is a ‘HITN’ that has the core functions of:
- a) marketing/website.
  - b) artistic development (not training) – facilitating international connections where appropriate.
  - c) a ‘dna’ type event.
- 9.4 (RL) – proposed that PAN (Promoters Arts Network) is likely to be facing radical changes as well given the current and future funding regimes. In the light of this it would make sense for HITN to build a stronger relationship with PAN, particularly in relation to identifying and (who knows) funding touring product by H&I’s based companies into PAN venues on a more mutually conducive basis.

**10. Date, time and place of the next meeting**

The date and time of the next Board of Directors Meeting will be Thursday 4 December 2008 at 12.30 at the offices of HI~Arts.

**HITN BOARD 24/10/08 - ACTION CHECKLIST:****2. Matters arising (from Action Checklist):**

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