



Board Present (not present / apologies)	Mike Devenney (Chair), Mark Conti (Vice Chair), Linda Marquardt (Treasurer), Janice Hyndman (Treasurer), Neil Millward (Sec.), Barbara Beaton, Rana Bedawi (Elgin Academy-ExOff), Bob Cunningham, Doug Hartley (Exoff), Stacey Macdonald, Glenn Munro, Donnie Squair, Maggie Wellinger, & Angus Whitton.
<b>Matters arising</b>	
Dave Adams	MD welcomed DA and asked everyone to introduce themselves.
Conflict of Interest	Members having not submitted so far need to fill in a form this evening. These will be available for the public to view in the hall-keepers office. Declaration: SM possibly has an on-going relationship with the Moray Winter Festival.
Board members	MD indicated that a number of board members are not on the members registered – this needs to be addressed. It was reported that Ex-officio members of the board do not need to be members of ETH but should probably want to be. <b>Action: Board members to complete relevant membership form that is available online.</b>
Portal	AW reported that the portal is ready to go and it's just awaiting member bio's. Deadline Friday for Bio's from board members <b>Action: all still outstanding</b>
Developer Obligation fund	MC met with Jim Grant (Moray Council) to discuss the application forms. Lounge application now to be done as one form – design and execution. After a meeting with Laurie Pyper (Tourism)– there were some more creative options. LM asked about the flat – MC described the plans and highlighted our desire to create a fire refuge without losing the use of the remainder of the flat. MD asked if Laurie's ideas were, in addition to, or part of the existing funding option. DS regarded soundproofing the Supper room as an urgent need. NM stated that to get an acoustic survey / advice we would have to go to one of the big cities, there being no-one locally. AW expressed concerns as to the feasibility of the sound proofing plan. Discussion regarding options. The issue is sound from the auditorium stops the use of the supper room. <b>Action: Mark to combine the lounge applications. Look for an opinion on Sound proofing.</b>
El:gin Contract	MC in contact with Neil Ross – MC gave the background to the project. Dougie has been speaking to Evva Gin about doing a gin festival. El:gin complained but backed down when MC stood up to them. MD indicated that he had contacted Neil Ross but El:gin still haven't signed a contract. NM asked if El:gin would be allowed to do events without signing the contract – answer no. <b>Action: Mark chase contract.</b>
Utilities	NM reported that the contracts for utilities have been signed on behalf of the board. A variety of quotations had been sought, and the public procurement initiative seemed to be the cheapest by far, despite the price changing month by month as the Initiative purchased energy futures. The expectation is that contracts will be back dated to the first February.
Volunteers	SM reported that there was a survey monkey survey ready to launch to our members asking for volunteers and their skill sets. Given a good response the intention is to invite responders to an event– What follows depends on the response.



Members event	MD reported that there was a date for the members event – currently 70-80 members. He is expecting that TMC and HiE would be in attendance as we need their support for our involvement in the cultural quarter. MD asked for help getting an email circular together. <b>Action:</b> MD to produce script for email Date 27 <sup>th</sup> February
Friends of ETH	SM - Website is currently being populated and SM reported that the launch was hand in hand with the Volunteers database. The two are on target for a launch 1 <sup>st</sup> March along with an events brochure. Friends information to take the centre spread of the brochure.
Delisting of the TH	MD had been invited to a meeting with Historic Environment Scotland by Gary Templeton (Moray Council) but this had then been cancelled as it had become apparent to Gary that the listing had only been made in 2000, and that it was unlikely to be revoked. MW reported that she has a meeting with some people from the council to see the whole street and ask public opinion regarding development in the area and delisting the whole area (?). She was positive that this might lead to a delisting of the building as the council are looking for savings. MD thought that if the cultural quarter money comes through the delisting would go ahead. LM thought that it could be left for now. NM asked if the delisting would delay the cultural quarter. Generally thought not to be a problem and leave things as they are for now.
Front desk	MW reported that nothing had been done on this front. Thought that the costings would be in the area of £200.
Finance	<b>Accounts:</b> MD reported that we are now out of the period covered by the Deficit Funding. BB reported that accounts were not up to date as she is still awaiting paperwork but hoping to have everything done within a fortnight. By 20 <sup>th</sup> Feb. She reported that some DD's were being paid and claimed back as expenses and these will need to be transferred to the main account.. <b>Action BB to email AW with a list of missing invoices</b> <b>Forecasting:</b> MC asked people to look at the figures posted and post comments into phoenix. <b>Action All within 10 days</b> MD thought that the £40K figure on the forecast sheets might not withstand the council's deficit funding calculations. MD reported that TMC were expecting a six-month forecast and also financial projections looking forward to July 2020. Bar account still not set up <b>Action: DS to chase up</b> AW suggested that we should pay all the bar monies into the town hall account and sort out the balance later. There would be no problem with this now the deficit funding had stopped.
Bookings	Comedian booked (Gary Meikle) & Chilli Pipers DS reported that we have the bar and a 70/30 ticket split and that he is being stricter in his negotiations. SM thought that if a big booking was a possibility, it should take precedence over a local booking that had not paid their deposit. Currently DS is chasing Steve Robertson for booking confirmations. Steve Robertson's first event is coming up soon.
Financial policy	MD has been working on it. Finance team has been looking at it, and he reported that there has been an increase in the amount of information flowing to the board. He thought that there was now some urgency to get our financial procedures document finalised. BB & JH to work on the procedures. <b>Action BB &amp; JH</b>



<p>Booking policy</p>	<p>LM reported that they had met but not progressed the policy as the document couldn't be opened. BB highlighted the need for clients to get a quotation prior to the event. Discussion ensued. MC reported on the booking system that Eden Court are using covers much of the finance process. DS expressed concern regarding more cost. There was considerable discussion. <b>Group to create draft booking policy and report back. Action</b> MC reported on a booking software package which is able to deal with all the booking issues – <b>AW is currently investigating</b> LM suggested the new system needs to link with the hall-keepers so they have an input</p>
<p>Price list</p>	<p>Tea &amp; Coffee price list. LM asked if this was too expensive. Extended discussion... MW asked about sponsorship LM proposed a £1 fee. MC seconded. Carried</p>
<p>MD meeting with Donna Chisholm &amp; Dave Morton</p>	<p>MD reported that despite initial concerns, Donna spoke warmly about ETH and the project HIE regard us as one of the defining aspects of the Cultural Quarter. Figures spoken about are not confirmed until Heads of agreement have been signed. EIA has been delayed until the Heads of Agreement have been confirmed. Cultural Quarter meets tomorrow 7<sup>th</sup> Feb – current difficulties surrounding Grant Lodge and the economics of running it.</p>
<p>Events Sub group</p>	<p>MW reported that they have been focussed on the brochure. SM asked for the board to decide on the vision for future bookings – are we going to issue an events brochure. She outlined the vision for the brochure and reported that the costs for printing would be incurred before any money from the Development fund became available. Cost for 5000 copies = £1969 + VAT, 2500 = £1500 + VAT MC proposed 5000 generally agreed. MD thought the brochure is about getting people's interest. DS asked about distribution. MW reported that Laurie Pyper had suggested that in the interim we could be working with Spotlight and taking some pages. She reported that we could use the Scottish Chamber Orch. (26<sup>th</sup> June) as the focal point for a classical music festival. MW offered to do it. DS expressed concern with the space available. MW thought that as a music school she could organise it outside the ETH. MC suggested that MW could organise it and advertise in the brochure without any involvement from the ETH. SM stated that a festival was a future aspiration and not for this year. MW stated that we have so many bookings coming in that we are not getting time to do our own events. MC thought that it was an event for the future. MD thought that we could support an event of this type, but not get involved in the organising this year. SM thought that we should be planning an arts festival for 2020. MC asked MW to put some ideas down on paper for a wider discussion Brochure should be used in the future as a source of advertising income, but the first edition needs to go out, soon, be ours, engage with the public, and contain an introduction from MD AW has been working on copy. Discussion ensued. Agreed to print 5000 at a cost of £1946 + VAT Sub group asked for a date for the AGM. <b>Wed 3<sup>rd</sup> April</b></p>
<p>Governance</p>	<p>Laurie Pyper offered to run a workshop for the board to look at issues surrounding running the hall. Generally thought to be a good idea. DS asked about the identity of the group. NM reminded the group that we have a clear</p>



	statement of who and what we are and read out the vision statement. Appendix 1
Moray Winter Festival Meeting	<p>MD reported that this created a discussion regarding what should be done. There had been a consensus that the current organiser (Ryan) should plan for expansion in future years. We are currently hold a date 5<sup>th</sup> Dec – Ryan to confirm MD suggested that we should be on the group developing the winter festival. MW to represent the ETH on the steering group.</p> <p>SM read out from the minutes from the meeting –</p> <p><i>Feedback for “Let it Snow” and its success was unanimously positive. Everyone gathered would want to see the “Let it Snow” brand continue in 2019 and beyond; and would support its growth and expansion. Ryan and the team will be working hard on the 2019 concerts in the coming months and any support would be very welcome. The meeting was also very positive in support of the idea and concept of a Moray Winter Festival, however the consensus in the room, was that a 2019 festival is not the right time. It was agreed that this year should be given over to studying the feasibility of any winter festival, creating a steering group to take the planning of such a festival forward and explore what a festival programme would look like.</i></p> <p><i>With this in mind, and in order to take steps to keep moving the idea forward, I would be interested to gauge your support for forming a Moray Winter Festival Steering Group. The first meeting of such a steering group will be held in early March 2019.</i></p> <p><i>Please indicate by return if you would be willing to become a member of the steering group. To make the group as productive as possible, we would be looking to cap numbers at 8 members.</i></p> <p><i>Once all responses have been received and collated, invitations will be issued for the first steering group meeting.</i></p>
HSE	<p>BB reported on a meeting with the fire brigade safety officer. He had looked at a number of the fire safety procedures. His recommendation was that the full address of the hall needs to be put into the fire policy document. He was keen to support us – working with us rather than criticising. Bill and Dougie working through the comments raised.</p> <p>Doug Hartley to detail some of the issues.</p>
AOCB	<p>LM reported that the finance of the Vending machine was being reviewed in May. Suggested date for a social - MC wanted to create an event for the broader team... ???</p>
Date of next meeting	1830 hrs on <b>Wednesday 6<sup>th</sup> March 2019</b>



## Appendix one.

### Vision

*“To create a sustainable, professional, community led, cultural hub that is highly regarded by the community.”*

### Aims

- ❖ To provide a nationally recognised venue for practice and performance
- ❖ To provide an affordable venue for local groups
- ❖ To attract artists and performances to Moray, including ETH on their tour calendar.

### Values

- ❖ Sustainability (financial & environmental)
- ❖ Professionalism (transparency and integrity)
- ❖ Diversity (welcoming and inclusive)
- ❖ Relevance (dynamic and responsive to the needs of the community)
- ❖ Innovation (inspiring and educational)