

EXTRAORDINARY BOARD MEETING

16th January 2020, 10:30 - 11:00

Visit Inverness Loch Ness Ltd, Tower Road, Smithton, Inverness, IV2 7NL

Visit Inverness Loch Ness Board Present

Marina Huggett - Chair	MH		
Joyce Arbuckle	JA	Lyn Forbes	LF
Jane Slaughter	JS	Jo De Sylva	JD

Also present

Michael Golding	MG	VILN CEO	
Sabine MacDonald	SM	VILN Administrator	

Apologies

Councillor Helen Carmichael	HC	John Martin	JM
Claire Christie	CC	Fraser Campbell	FC
Angela Wilson	AW	Graeme Bell	GB

AGENDA ITEM 1

1. THE POSITION OF CHAIR

MH welcomed everyone to the Board meeting.

MG explained to the Board that –

- In accordance with Visit Inverness Loch Ness (VILN) articles of association, “The maximum term of office for a director will be two three year terms”.
- VILN Chair Graeme Bell is due to retire from the board following two three year terms at the Annual General Meeting in August 2020.
- For the first time since creation in 2014 VILN appointed a new CEO, Michael Golding, in September 2019. In order to allow a smooth transition and support the new CEO it is important to have organisational continuity at the highest level.
- A number of new members have recently joined the Board
- In December 2019 a meeting took place between Graeme Bell – Chair, Marina Huggett – Vice Chair and Michael Golding – CEO. At the meeting discussion was held on the options, risks and considerations around appointing a new Chair.

Following this MG proposed to the board to approve the extension of the term of office for Graeme Bell as Chair by one year until the Annual General Meeting in August 2021. This would support the transition in leadership within the management team. It would also allow new board members time to

gain experience of the organisation while mitigating the risk following leadership change.

The Board approved the proposal.

2. STAFFING LEVELS

MG explained that the Loch Ness 360° Challenge has raised awareness, by all involved, of a clear resource shortage within the team in delivery the event. The sub group proposed potential solutions such as PlanIt Scotland at £39.80 per hour.

Also to consider are future events such as the Photo Marathon, Winter Festival and Loch Ness 360° Challenge once Graeme Ambrose has fully retired.

Risk of creating a new post

The Loch Ness Challenge provides 69% of the income. The budget assumes continued repeat sales income from entrants and sponsorship. Participant packs and production/infrastructure of the course and hubs total 40% of the event cost, this is controllable. Office space issue and revised Forestry and Land Scotland contract required.

Risk by not creating a new post

Limited development of Loch Ness 360°. Reduced experience of delivering Loch Ness Challenge if external support used and Graeme Ambrose retires. Inability to delivery core business plan to full potential. Restricted opportunity for growth and new events.

Benefits

Currently there is dilution of efforts due to the limited resource. This role allows all members of the team to focus on their efforts where their skills are strongest, most experienced and they have the most interest.

This role will also allow VILN to ensure the effective delivery of the business plan.

The role secures the sustainability of the Loch Ness Challenge and allows for full promotion of the Loch Ness 360° Trail.

New events can provide additional revenue to fund the role and contribute towards increased activity of VILN.

The increased time resource provides time resource to allow exploration of new opportunities such as the Big Data project which is beginning to develop.

Increased opportunity to source additional funding sources and revenue streams including opt-in membership.

Mitigation of risk

Initial two year fixed term contract to avoid long term exposure.

VILN has a significant additional balance beyond the agreed £35,000 closing balance.

Probationary period provides protection

One or multiple directors to be involved in the interviews

Role is well suited to KPI's and effective measurement of results

There were no further questions and the creation of the new post was approved.

JS and JD stated that they will be available for interviews and mentoring the new staff member.

3. AOB

- LF asked if there was an update on the ongoing trademark issue. MG explained that there had been progress, but one paragraph in the agreement would have to be amended before it could be signed.
- MG informed the Board that he had met Raoul Curtis-Machin of the National Trust for Scotland regarding the possibility of joining the Board of VILN. All agreed that Raoul Curtis-Machin would bring valuable skills to the VILN Board and if he agrees should be appointed to the Board.

Next Board Meeting

20th February 2020

Venue TBC