



Iomairt Ghallaibh & Chataibh
Caithness & Sutherland
ENTERPRISE

**MINUTES OF THE MEETING OF THE BOARD HELD ON WEDNESDAY 8th
FEBRUARY 2006 IN THE ROYAL MARINE HOTEL, BRORA AT 2PM**

Present: Pat Buchanan (Chairman)
Carroll Buxton (Chief Executive)
Sandra McCaughey (Deputy Chief Executive)
Steve Burness
Willie Calder
John Campbell
Nicholas Gorton
Colin Gregory
Bill Fernie
Alex Murray
Ian Richard

In attendance: Willie Roe (Chairman, HIE) (Items 1 – 4)
Sandy Cumming (Chief Executive, HIE) (Items 1 – 4)
Douglas Yule (Operations Manager, HIE) (Items 1 – 4)
Carol Gunn
Eann Sinclair
Susan Smith
Anne Sutherland (Items 1 – 4)
Angus Mackay (Minutes)

1 APOLOGIES

Apologies were received from Alison Magee, Iain Young and David Halpin.

2 MINUTES OF THE MEETING HELD ON 20/12/05

These Minutes were approved.

Proposed: Colin Gregory

Seconded: Steve Burness

3 MATTERS ARISING

ACTION: Pat Buchanan requested that Board Members forward a list of Strategic issues that they felt should be opened for discussion at future Board meetings.

4 ORGANISATIONAL REVIEW

Pat Buchanan welcomed Willie Roe and Sandy Cumming and thanked them for attending. Willie Roe and Sandy Cumming then gave the board an update on the progress and timetable of the Organisational Review and outlined their proposals. The Board were then invited to ask questions and a discussion followed.

Pat Buchanan thanked Willie Roe, Sandy Cumming and Douglas Yule.

At this point, Willie Roe, Sandy Cumming, Douglas Yule and Anne Sutherland left the meeting.

5 STAFF PAPER – VIEWPOINT SYSTEMS

Carroll Buxton presented a paper to the Board on the project proposed by Viewpoint Systems. She requested that the Board endorse staff to progress with the process of due diligence. A discussion followed on various aspects of the project.

It was agreed staff should proceed with due diligence as discussed.

Pat Buchanan thanked staff for their work on this project.

6 MONTHLY REPORT

Clarification was given on a number of points presented in the monthly report, circulated prior to the meeting. Comments were received on the paper and discussion followed.

7 CHIEF EXECUTIVE’S REPORT

Carroll Buxton highlighted some areas of particular interest in the update provided to the Board prior to the meeting and a discussion followed.

8 BUSINESS PLAN

Carroll Buxton referred to the draft business plan which had been circulated to the Board prior to the meeting, and noted the timetable for the business plan had been affected by the strategic and organisational reviews. Directors were asked to provide Carroll Buxton or Sandra McCaughey with their comments within two weeks of the meeting. It was agreed an email would be issued to Directors remind them.

A discussion followed on the process relating to the business planning exercise and Carroll Buxton reminded Directors of the benefits of highlighting suggestions or aspirational projects as early as possible so they can be considered for inclusion in future planning exercises.

ACTION: Sandra McCaughey to email Directors re business plan.

9 AOCB

(1) ARRANGEMENTS FOR NEXT MEETING

Date: 18/04/06
Time: 13:00
Venue: Portland Arms Hotel, Lybster

The Meeting ended at 17:00pm

Angus D Mackay
9th February 2006