



**Ross & Cromarty
ENTERPRISE**

M00132

**MINUTES OF THE BOARD MEETING HELD ON TUESDAY 14 DECEMBER 2004
AT 11:00 HOURS IN COUL HOUSE HOTEL, CONTIN.**

Present: Sally Cartwright (Chairman)
Justin Calder
Clifford Davison (Vice-Chairman)
Forbes Jackson
Andrew Muir
George Tait
Eileen Wilson

In attendance: Gordon Cox
Marshall Doig
Robin Gilbert
Linda McFadyen (Minutes)
Gerry McGuigan
Joyce MacLennan
Carole Wells

1 APOLOGIES

The Chairman welcomed those present to the meeting. Apologies for absence were received from David Alston.

2 DECLARATION OF INTERESTS

There were no declarations of conflict of interest.

3 APPROVAL OF MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held at the offices of ILM Highland, Unit 1G Industrial Estate, Alness on Tuesday 26 October 2004 at 12:30 hours were approved.

Proposed: Forbes Jackson
Seconded: Justin Calder

4 MATTERS ARISING

(1) Sale of LEC Office Premises

An offer has been received for the sale of 8 LEC offices. Legal negotiations with the preferred bidder are ongoing.

(2) Supply Partners

The renegotiation of payment terms with Angle Technology is progressing.

5 APPOINTMENT OF DIRECTORS

Interviews to select Board Directors were held on Wednesday 1 and Thursday 2 December 2004. The following people have been invited join the Board in January 2005:

Bill Bound
Chris Melia
Daniel Rose-Bristow

A further four candidates were selected to join a panel of prospective Board Directors whose specific skills and expertise may be called upon as and when appropriate.

Following unanimous approval from the Board and formal approval from HIE, the three persons named above were appointed as Directors to take effect from 25 January 2005.

The interview panel will reconvene in January to interview one candidate who could not attend December interviews.

6 APPOINTMENT OF VICE-CHAIRMAN

One nomination for Vice-Chairman to replace Clifford Davison was received: Andrew Muir.

Proposed: Sally Cartwright
Seconded: George Tait

Following unanimous approval from the Board, Andrew was appointed as Vice-Chairman to take effect from 1 January 2005.

7 CHIEF EXECUTIVE'S UPDATE

(1) Sally Cartwright

The Chief Executive paid tribute to Sally Cartwright's commitment to RACE during her time as Director and Chairman of the company and expressed appreciation and grateful thanks on behalf of the Directors and staff who have worked with her between 1993 and 2004.

(2) Staffing

The Board was notified of moves and changes in RACE staffing.

(3) Budgets

Copies of the budget position at 10 December 2004 were circulated. Spend is slightly under forecast at present. To reduce commitment being carried forward into the next financial year, spend must be maximised before the end March. HIE Finance team will be informed about any RACE budgets that are not fully utilised so that funds can be redistributed across the Network.

(4) LEF Stakeholders Conference

The Chairman and Vice Chairman attended the LEF Stakeholders Conference in Edinburgh on 7 December 2004. Delegates discussed the future of LEFs, highlighting the differences between LEFs in the Central Belt and those in the Highlands.

(5) HIE Network Strategy and Organisational Review

The HIE Chairman, Willy Roe recently announced the need for the HIE Network to review its strategy in line with the Scottish Executive's refreshment of 'A Smart, Successful Scotland'. This review process is now underway.

(6) Update on recent enquiries and cases

The Chief Executive gave updates on several recent enquiries and cases.

(7) Forscot

Recent press coverage, which included quotes from Jim Wallace and John Thurso, was very positive and well received.

8 DRAFT CALENDAR OF BOARD MEETINGS FOR 2005

A draft calendar of Board meetings for 2005 was circulated for consideration at the next board meeting.

9 ANY OTHER BUSINESS

(1) Youth Observer

Invergordon Academy has requested that a youth observer attend RACE Board meetings. This request will be explored by a sub-group of directors.

(2) Wester Ross Alliance

Wester Ross Alliance will give an update on CED at the next Board meeting.

(3) Arrangements for Next Meeting

The next meeting of the Board will be held on Tuesday 25 January 2005.
Arrangements tbc.

**Linda McFadyen
17 December 2004**