

**Minute of Meeting of Shetland Arts Development Agency Board of Trustees,
Thursday 27th October 2016, held at 5.30pm at Mareel Meeting Room, Lerwick**

Present:

David Ramsay (DR), Vice Chair, Shetland Arts
 Robin Sandison (RS), Trustee, Shetland Arts
 Alan Skinner (AS), Trustee, Shetland Arts
 Ryan Stevenson (RSt), Trustee, Shetland Arts
 Olive MacLeod (OM), Trustee, Shetland Arts

In Attendance:

Graeme Howell (GH), General Manager, Shetland Arts
 Glenda Mackay (GM), Administrator, Shetland Arts (Minute taker)

Apologies:

Lorraine Hall (LH), Chair, Shetland Arts
 Veronica Rocks (VR), Trustee, Shetland Arts
 Helen Nisbet (HN), Trustee, Shetland Arts

Item	Topic	Action
1	<p>Welcome, Apologies & Declaration of Interest</p> <p>The Vice Chair welcomed everyone to the meeting.</p> <p>Apologies were received from LH, VR and HN.</p> <p>There were no declarations of interest expressed.</p> <p>The Vice Chair highlighted that this meeting is not quorate and that any decisions will be made at the next meeting on Thursday 15th December 2016.</p>	
2	<p>Minutes of previous meetings</p> <p>Meeting 22nd September 2016</p> <p>The Board agreed that the AGM minutes and Board minutes are accurate.</p> <p>Matters arising from the minutes:</p> <p>The Vice Chair reminded everyone that the memorial service for Danus Skene is being held on Friday 28th October at 3pm at the St Columba's Church in Lerwick.</p>	
3	<p>Finance</p> <p>Management Accounting</p> <p>GH highlighted that his main concern at the moment is</p>	

	<p>around cost control in the Mareel Cafe/bar. The Food & Beverage Manager has been targeted to improve the gross profit margin. This started at the beginning of August and will finish at the end of October and will be reviewed in December.</p> <p>GH explained that he is confident that SADA will end the year with a surplus.</p>	
<p>4</p>	<p>General Manager’s Report</p> <p>Board Decisions Required</p> <p>As this meeting is not quorate, any decisions will be made at the meeting on 15th December 2016.</p> <p>Appointment of Board Member to Shetland Arts IP CIC</p> <p>GH referred to Appendix 1. Currently the Directors of the company are Graeme Howell, Bryan Peterson and Leslie Lowes. As Leslie Lowes is no longer a Board member he will need to be replaced as a Director. Ryan Stevenson volunteered to become a Director. This will be confirmed at the December board meeting.</p> <p>Comprehensive Board Development Program</p> <p>GH explained that he has met with the general manager of other trusts in Shetland to understand how they undertake board development. As a result, GH asked Emma Perring to submit a proposal to undertake this work for SADA. GH referred to Appendix 2.</p> <p>The Board agreed that they are happy for GH to go ahead with this project although there are a few concerns about the worthiness of it. This will be confirmed at the December board meeting.</p> <p>CS Bid and Strategic Development Timetable</p> <p>GH referred to Appendix 3 which he explained is an outline of his proposed approach to developing the next Creative Scotland bid and also to undertake a review of SADA’s key strategic documents, including the Trust Deed, admin regs, finance regs, ten year strategic vision, five year asset management plan and three year business plan. Some trustees are unable to attend the sessions to discuss the purpose of SADA, so GH will come up with another way of receiving their feedback.</p> <p>The board agreed for GH to go ahead with his plan per</p>	<p>Approval at Dec Meeting</p> <p>Approval at Dec Meeting</p> <p>GH</p> <p>Approval at Dec Meeting</p>

	<p>Appendix 3 and this will be confirmed at the December board meeting.</p> <p>GH highlighted some key points from his report:</p> <p>Estates <u>Bonhoga</u> Personal injury claim has been passed to our insurers.</p> <p><u>Mareel</u> There have been age classification and identification issues of people trying to attend films.</p> <p><u>The Booth</u> GH is waiting for a signed lease agreement for The Booth to be sent from WASPS. He explained that Harper Macleod are doing some work on documentation for SADA at the moment.</p> <p><u>Garrison</u> The Garrison steering group are due to report back in the next week or so following on from the recent survey.</p> <p>Operations GH referred to Appendix 4 - feedback from the annual summary circulation. There is a full staff meeting being held next week where GH will highlight the surplus to staff.</p> <p>Key Dates for Trustees GH highlighted some key dates as detailed in the report.</p> <p>Numbers GH gave an overview of the Festival Attendances by Postcode figures for Fiddle Frenzy and Screenplay as detailed in the report.</p> <p>Funding Creative Scotland – Siobhan Anderson is coming to Shetland 2nd – 4th November. GH referred to Appendix 5 – 2nd creative review documents.</p> <p>Other – There is a Mareel stakeholders meeting planned for 3rd November.</p> <p>Draft Board Schedule for 2017 GH referred to the list of board meeting dates for 2017 in the report.</p>	
<p>5</p>	<p>Board Recruitment & Training</p> <p>Applications have been received for the new trustee positions. The Chair, GH and DR are to set a date to meet</p>	

	with the applicants.	
6	Any Other Business as agreed by the Chair at the Start of the meeting Board Biographies – GH explained that as part of the redevelopment of the website, the marketing team are planning to write biographies for staff and trustees. They will be in touch about this soon.	
7 7a	Future SADA Board Meetings: The next board meeting will be held on Thursday 15 December at 5.30pm in Mareel. GM to book a table at Baroc for 7.00pm.	GM

Meeting closed at 6.45pm.

Minute approved:

David Ramsay
Vice Chair, Shetland Arts Development Agency