

**Minute of Meeting of Shetland Arts Development Agency Board of Trustees,
Thursday 21st April 2016, held at 5.30pm at Mareel Meeting Room, Lerwick**

Present:

Lorraine Hall (LH), Chair, Shetland Arts
 Olive MacLeod (OM), Trustee, Shetland Arts
 Alan Lindsay (AL), Trustee, Shetland Arts
 Danus Skene (DS), Trustee, Shetland Arts
 Alan Skinner (AS), Trustee, Shetland Arts

In Attendance:

Graeme Howell (GH), General Manager, Shetland Arts
 Glenda Mackay (GM), Administrative Officer, Shetland Arts (Minute taker)
 Kerry Eunson (KE), Finance Manager, Shetland Arts
 Emma Campbell, Music Officer, Creative Scotland
 Laura Mackenzie-Stuart, Head of Theatre, Creative Scotland

Apologies:

Veronica Rocks (VR), Trustee, Shetland Arts
 Helen Nisbet (HN), Trustee, Shetland Arts
 David Ramsay (DR), Vice Chair, Shetland Arts
 Robin Sandison (RS), Trustee, Shetland Arts
 Alex Fenton (AF), Trustee, Shetland Arts
 Ryan Stevenson (RSt), Trustee, Shetland Arts

Item	Topic	Action
1	<p>Welcome, Apologies & Declaration of Interest</p> <p>The Chair welcomed Emma and Laura from Creative Scotland to the meeting. The Chair explained that the Board are happy for Emma and Laura to remain in the meeting during the closed items.</p> <p>Apologies were received from VR, HN, DR, RS, AF and RSt.</p> <p>There were no declarations of interest expressed.</p>	
2	<p>Minutes of previous meetings</p> <p>Meeting 18th February 2016</p> <p>The Board agreed that the public minutes are accurate. This was proposed by OM and seconded by AL.</p> <p>The Board agreed that the closed minutes are accurate. This was proposed by AS and seconded by OM.</p> <p>Matters arising from the minutes:</p> <p>GH gave an update on the Garrison Theatre. SCT called a</p>	

	<p>meeting last night with users of the Garrison Theatre from the past year. The aim was to get an agreed way forward on how to come up with an options appraisal by September to bring to each of the Boards. Following discussions with the various groups, SADA and SCT have decided to get Bryan Peterson from SADA and Raymond Mainland from SCT to look into this further. They are meeting tomorrow to come up with a strategy going forward for coming up with recommendations for September.</p>	
<p>3</p>	<p>Finance</p> <p>Management Accounting</p> <p>There is a £22K deficit for February. The Visual Art & Craft Award payments will have contributed to this. Also the music hall was quite quiet during February. The technical team's salary comes under music hall, making it look quite high. The expected surplus for the year is £25K.</p>	
<p>4</p>	<p>General Manager's Report</p> <p>Board Decisions Required</p> <p>Budget 16/17</p> <p>GH explained that there was an information session on 24th March 2016 regarding the budget, subsequent questions and responses, and now the budget is presented to the Board for approval. The board approved the budget.</p> <p>Pensions Provision</p> <p>KE and GH met with the Shetland Islands Council to discuss the pension scheme further. KE explained that further costs in closing the scheme have been highlighted which were not taken into consideration when the board made the decision to close the scheme. KE recommends:</p> <ul style="list-style-type: none"> • The decision made previously by the Board should be revisited to ensure the decision is made with all information available • Professional advice should be sought • Trustees approve the procurement of further advice on this matter. <p>The board agreed to these recommendations and further information will be provided in September.</p> <p>Reserves Policy</p>	

	<p>This was provided to the Finance subgroup in March and was amended by them. The Board approved the reserves policy and agreed to review it annually.</p> <p>GH highlighted some key points from his report:</p> <p>Estates <u>Mareel</u></p> <ul style="list-style-type: none"> • Screen 2 has been closed for a week due to bulb failure. An insurance claim for loss of income is being made. • Cinema servers to be installed 9th – 11th May and the cinemas will be closed at this time. This will also be the start of a new maintenance contract. • Improved signage around the building is being scoped. <p>Operations</p> <ul style="list-style-type: none"> • Negotiations have begun with the SIC on next year’s Shetland College service level agreement. Negotiations will hopefully be completed by June 2016. • Successful SQA quality assurance visit, awaiting full report. • Film Wednesdays is being rebranded as Screen Wednesdays. • Wordplay will be back for 2016 in partnership with the Library 25th – 27th November as part of Book Week. • Mareel held its first wedding which was successful. • New policies and procedures are getting circulated for staff consultation. <p>Numbers</p> <ul style="list-style-type: none"> • Graeme referred the Board to the Full Year Numbers and SCT KPIs 15/16. Audience attendances are slightly lower than the target but Concerts/Screening/Exhibition days, Development Sessions and Partitions are all above the target. <p>Funding</p> <ul style="list-style-type: none"> • There is a review meeting with Creative Scotland being held 22nd April 2016. • Stakeholders meeting is scheduled for 22nd April 2016. 	
<p>5</p>	<p>Board Recruitment & Training</p> <p>None</p>	
<p>6</p>	<p>Any Other Business as agreed by the Chair at the Start of the meeting</p> <p>Update from Creative Scotland</p>	

	<p>Emma gave an update on Creative Scotland regular funding. Emma advised the Board that following feedback from the last round of applications, people would like more time for submitting applications and more time following the decisions to respond to that. They expect applications to open in the Autumn for the next round of funding which runs from 2018. More information will be provided in June with further information on a timeline.</p>	
<p>7</p> <p>7a</p>	<p>Future SADA Board Meetings:</p> <p>There will be an information session held next month and the next SADA Board meeting will be held on Thursday 23rd June. The Chair explained that the community council in Unst are keen for a Board meeting to be held in Unst. The Chair and GM will look into ferry timetables for holding the June meeting in Unst and will advise the Board of timings.</p>	<p>LH/GM</p>

Meeting closed at 6.30pm.

Minute approved:

Lorraine Hall
 Chair, Shetland Arts Development Agency