

**Minute of Meeting of Shetland Arts Development Agency Board of Trustees,
Tuesday 17th November, held at 5.30pm at Mareel Meeting Room, Lerwick**

Present:

Lorraine Hall (LH), Chair, Shetland Arts
 Leslie Lowes (LL), Vice Chair, Shetland Arts
 Robin Sandison (RS), Trustee, Shetland Arts
 Alan Lindsay (AL), Trustee, Shetland Arts
 Danus Skene (DS), Trustee, Shetland Arts
 Alex Fenton (AF), Trustee, Shetland Arts
 David Ramsay (DR), Trustee, Shetland Arts
 Alan Skinner (AS), Trustee, Shetland Arts
 Olive MacLeod (OM), Trustee, Shetland Arts
 John Dally (JD), Trustee, Shetland Arts
 Veronica Rocks (VR), Trustee, Shetland Arts
 Steven Cheverton (SC), Trustee, Shetland Arts

In Attendance:

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

Apologies:

Item	Topic	Action
1	<p>Welcome, Apologies & Declaration of Interest</p> <p>No apologies were received.</p> <p>JD declared that his daughter works for Events Scotland, which is being discussed under item 6.</p>	
2	<p>Minutes of previous meetings</p> <p>Meeting 24th September 2015</p> <p>The Board agreed that the public minutes, closed minutes and the AGM minutes are accurate. This was proposed by OM and seconded by VR. LL asked if minutes could be sent out more timeously.</p> <p>Matters arising from public minutes – JD asked if there is any update on the BBC Radio Shetland Art Show. GH explained that there is no further update on this.</p>	
3	<p>Finance</p> <p>Management Accounting</p> <p>The management accounts were noted. DR asked what is included in the Arts Development income. GH explained that</p>	

	<p>this would include trust or grant payments. GH also gave a brief overview of the film screenings budget.</p> <p>Cashflow position – CLOSED ITEM</p>	
<p>4</p>	<p>General Manager’s Report</p> <p>GH highlighted some key points from his report:</p> <p>Board Decisions Required</p> <p>Up Helly Aa – Robert Geddes from the Up Helly Aa committee has approached SADA about Mareel becoming a hall. The considerations for this are income, licensing laws and perception. GH explained that licensing laws cover the consumption of alcohol on licensed premises, not the sale of alcohol on licensed premises. GH recommended that the Board respond to this positively on the condition that any hire charge fully compensates for loss of income and that SADA are granted a 9am licence to enable the consumption of alcohol. GH has had some discussions with the licencing board and they suggested that SADA do a joint application with the other 3 licenced venues for a 9am licence. The board agreed to move forward with GH’s recommendations. DS asked what would happen to Stand Up Helly Aa and Fiery Sessions. GH explained that we would keep the Fiery Sessions but would lose Stand Up Helly Aa.</p> <p>Remote Islands Discount – Following on from the last Board meeting, GH has had a look at the possibility of remote islands discounts. The considerations are the current household penetration (GH gave an overview of this report), fragile communities and potential impact. GH recommended that SADA don’t introduce a remote islands discount but do increase the number of events and engagement activities in HIE identified fragile communities and that SADA track household penetration on an annual basis. GH suggested that a commitment be arranged with public halls. The board agreed to go forward with GH’s recommendations.</p> <p>Board Meeting Schedule 2016 – GH proposed a bi monthly board meeting schedule, with the alternative months having specific topic information and discussion sessions. This will enable board meetings to remain focussed on their strategic and governance function whilst the information sessions can involve a broader range of staff and enable trustees to engage with topics where they have particular contributions to make. The Chair also explained that she hopes to have two meetings per year out with central Shetland. This would also be a good opportunity to invite the communities to come and meet Board members before the meeting. The board agreed</p>	

	<p>Staff satisfaction survey – 48 responses were received from 88 staff. The results will be presented at the next board meeting.</p> <p>SC asked what SADA’s policy is on Duty of Care. GH said he could forward the policy onto him. SC asked if this could be made more visible to the public. GH agreed this could be done.</p> <p>Staffing – CLOSED ITEM</p>	GH
5	<p>Board Recruitment & Training</p> <p>The Chair explained that this is SC’s last meeting but he will remain as a trustee until the 8th December 2015. The Chair thanked SC for his input as a trustee.</p> <p>The next round of trustee recruitment is being advertised this week focusing on practitioners. The closing date is 4th December 2015 and the interviews will take place on 9th December 2015. Applications are to be e-mailed to GH directly. The interview panel is LH, DR and DS. GH asked new trustees to e-mail him of any improvements that could be made to the recruitment process.</p>	DR/AS/ AF
6	<p>Event Scotland Funding Opportunity</p> <p>This was discussed under item 4.</p>	
7	<p>Any Other Business as agreed by the Chair at the Start of the meeting</p> <p>LL mentioned that some Arts Officers are leaving our employment and thanked them for their work and services at SADA.</p> <p>Shetland Noir – The Chair explained how some of the trustees had attended the Shetland Noir reception at the Town Hall. The Chair mentioned how the festival had been very successful.</p>	
8	<p>Future SADA Board Meetings:</p>	
8a	<p>The next SADA Board meeting will be held on Tuesday 15th December 2015 at 5.30pm at Mareel. A table has been booked at Baroc at 7.00pm and trustees should let the Chair know if they can make it.</p>	Trustees

Meeting closed at 7.30pm.

Minute approved:

Lorraine Hall
Chair, Shetland Arts Development Agency