

**Minute of Meeting of Shetland Arts Development Agency Board of Trustees,  
Thursday 24<sup>th</sup> September 2015, held at 4.30pm at Mareel Auditorium, Lerwick**

**Present:**

Lorraine Hall (LH), 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

**In Attendance:**

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

**Apologies:**

Steven Cheverton (SC), Trustee, Shetland Arts  
 Leslie Lowes (LL), Vice Chair, Shetland Arts

Item	Topic	Action
1	<p><b>Welcome, Apologies &amp; Declaration of Interest</b></p> <p>Apologies were received from SC and LL.</p> <p>There were no declarations of interest expressed.</p>	
2	<p><b>Minutes of previous meetings</b></p> <p><b>Meeting 25<sup>th</sup> June 2015</b></p> <p>The Board agreed that the public minutes are accurate. This was proposed by DS and seconded by RS.</p> <p>The Board agreed that the closed minutes are accurate. This was proposed by RS and seconded by DR.</p> <p>Matter arising from public minutes – RS asked how the meeting with WASPS went. GH explained that he was unable to make the meeting but is planning to meet with them in November. An update will be provided at the next meeting of the Board.</p> <p>JD asked how the plans were going for the Arts Show with BBC Radio Shetland. GH explained that this is still planned to happen in the Autumn.</p>	

<p><b>3</b></p>	<p><b>Finance</b></p> <p><b>Management Accounting</b></p> <p>OM asked trustees to disregard the accounts which were circulated as these contain some errors. The stock figure is not accurate and there are also a lot of fluctuations which need looking at. The figures next month will be more accurate.</p> <p>GH explained that Baker Tilly have been doing some work for SADA by looking at Finance systems and procedures. They have been looking at the structure on sage, how budget holders can relate to their own budgets and also procedures for reporting to the Board. A lot of work is required on the structure of sage but this will need to be put in place at the year end. A new purchase order system will be put in place shortly. GH plans to circulate new sage headings to the board for next month.</p> <p><b>Cashflow position – CLOSED ITEM</b></p>	<p><b>GH</b></p>
<p><b>4</b></p>	<p><b>General Manager’s Report</b></p> <p>GH highlighted some key points from his report:</p> <p><b>Estates</b></p> <p><b>Operations</b> An audit of our IT systems took place recently through HIE which involved 7 meetings around different areas.</p> <p>Visual Art and Craft online survey closed on 21<sup>st</sup> September with 62 responses. The data received will be circulated to the board next month.</p> <p>GH advised of the planned Christmas/New Year opening hours for Bonhoga:</p> <p>Closed 25<sup>th</sup> – 29<sup>th</sup> December Open 30<sup>th</sup> and 31<sup>st</sup> December Closed 1<sup>st</sup> – 12<sup>th</sup> January Open 13<sup>th</sup> January.</p> <p><b>Numbers</b></p> <p>Fiddle Frenzy – There was an increase in the total number and value of packages sold this year. There is a decrease in the total value of gig tickets sold and the average value per gig. Eunice Henderson and Claire White have been contracted to curate the festival for the next three years</p>	

	<p>starting in 2016.</p> <p>Screenplay – Very positive this year. In 2014 there was £1065 spent on tickets by screenholders and this year £2070 spent on Screen Cards. It is the 10<sup>th</sup> Anniversary next year.</p> <p><b>Staffing – CLOSED ITEM</b></p> <p><b>Funding</b></p> <p>Creative Scotland – David Taylor is to retire in January. HIE – Katrina Wiseman is being replaced by Mhari Pottinger.</p>	
<b>5</b>	<p><b>Board Recruitment &amp; Training</b></p> <p>GH explained that there is a Board recruitment drive planned for November. The timeline in the Board pack is incorrect and GH is going to reorganise this. GH explained that SADA plan to advertise mid-October and any prospective trustees can come to observe the November meeting. Interviews would be held early December. GH asked new Trustees to advise of anything they think can be improved on regarding Trustee recruitment.</p> <p>The Chair mentioned today's Board Day and hoped that Trustees found this useful. The Chair explained that she will liaise with Catriona Reynolds about Board Development and future sessions.</p>	
<b>6</b>	<p><b>Any Other Business as agreed by the Chair at the Start of the meeting</b></p> <p>AS asked if sponsorship and fundraising could be discussed at the next meeting. GH plans to bring details of sponsorship to the next meeting in relation to the Scottish Ensemble gig in April.</p>	<b>GH</b>
<b>7</b>	<p><b>Future SADA Board Meetings:</b></p>	
<b>7a</b>	<p>The Board decided to have the next meeting in mid-November and another mid-December. GM to liaise with the Chair about suitable dates.</p>	<b>GM</b>

Meeting closed at 5.55pm.

Minute approved:

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Lorraine Hall  
Chair, Shetland Arts Development Agency