

**Minute of Meeting of Shetland Arts Development Agency Board of Trustees,
Thursday 25th June 2015, 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 (newly appointed per item 2)
 David Ramsay (DR), Trustee, Shetland Arts (newly appointed per item 2)
 Alan Skinner (AS), Trustee, Shetland Arts (newly appointed per item 2)

In Attendance:

Graeme Howell (GH), General Manager, Shetland Arts
 Glenda Mackay (GM), Administrative Officer, Shetland Arts (Minute taker)
 Ruth Georgeson, Baker Tilly (present during item 4)

Apologies:

Olive MacLeod (OM), Trustee, Shetland Arts
 Steven Cheverton (SC), Trustee, Shetland Arts
 John Dally (JD), Trustee, Shetland Arts
 Veronica Rocks (VR), Trustee, Shetland Arts

Item	Topic	Action
1	<p>Welcome, Apologies & Declaration of Interest</p> <p>Apologies were received from OM, SC, JD and VR.</p> <p>There were no declarations of interest expressed.</p>	
2	<p>Appointment of new Trustees</p> <p>The Chair explained that at the last meeting the Board delegated responsibility of appointing new trustees to a small subgroup. She explained AF, DR and AS were successfully appointed in this process and the Board members are delighted to welcome them to the Board.</p>	
3	<p>Minutes of previous meetings</p> <p>Meeting 26th May 2015</p> <p>The Board agreed that the public minutes are accurate subject to an amendment showing that LH was elected as Chair. This was proposed by RS and seconded by DS.</p> <p>The Board agreed that the closed minutes are accurate.</p>	

<p>4</p>	<p>Finance</p> <p>Accounts 2014/2015 – CLOSED ITEM</p> <p>Management Accounting</p> <p>GH explained that the management accounts show our 4th operating surplus in a row. Some work is due around the budget lines and salaries and advising the accountant of these changes.</p> <p>The foyer performed strongly during easter. GH explained that when he began working for SADA there were three main areas of concern around finances – poor control over planned losses in the auditorium, staffing costs and stock costs.</p> <p>Bryan Peterson has come up with a more robust system for reporting figures, including items which we didn't report before.</p> <p>GH explained that there is work to do on public perception of SADA.</p> <p>Cashflow position – CLOSED ITEM</p>	
<p>5</p>	<p>General Manager's Report</p> <p>GH highlighted some key points from his report:</p> <p>Estates</p> <p>Bonhoga – The temporary planning permission for the shed at Bonhoga has expired and has been reapplied for.</p> <p>Mareel – The cafe/bar is closed on 29th/30th June and 1st July for work to be done on the cellar.</p> <p>The main office is getting reorganised to enable more hot-desking.</p> <p>The poem in the upper foyer is to be installed while the cafe/bar is closed next week.</p> <p>The Foyer kiosk offer is getting changed.</p> <p>There are plans to install a temporary name on the front of the building to hide the venue bar. GH explained that it is likely that the whole brand will be reviewed later.</p> <p>Other – We have terminated the office space in Bristol and are now contributing to a new arrangement.</p> <p>Booth – Plan to meet with WASPS at the end of July to review the management contract.</p> <p>Operations</p> <p>Screenplay launch is on 7th July and all Trustees are invited. A new Screenplay card will be launched at this event, which is similar to a Gold Card.</p>	

	<p>SADA are working with Community Planning and Development on how we can better engage targeted vulnerable groups in Shetland.</p> <p>BBC Radio Shetland are looking to pilot an Arts Show from Mareel in the Autumn once a month. This is likely to take place in the Cafe/bar.</p> <p>Scottish Manufacturing Advisory Service are providing a free process review through HIE on the life cycle for events.</p> <p>Numbers No numbers are available this month. This will be under control for the next meeting.</p> <p>Staffing – CLOSED ITEM</p> <p>Funding Other – We have secured £9,200 from the Arts Start programme to support youth art education.</p>	
6	<p>Board Recruitment & Training</p> <p>The Board development day has been moved to the 24th September. The plan is to have this from 10am until 3pm and then follow with the Board meeting from 3.30pm until 5pm. We've potentially got some funding through Arts and Business Scotland. The Chair proposed that GH and AS share the work they will have done on the Business Plan at the development day. GH also suggested that Bryan Peterson comes along to do a presentation on the work plan. The agenda for this will be distributed in August. There will be no July and August Board meetings. The General Manager's report and Management Accounts will still be circulated though.</p>	
7	<p>Any Other Business as agreed by the Chair at the Start of the meeting</p>	
8	<p>Future SADA Board Meetings:</p>	
8a	<p>Thursday 24th September at 3.30pm.</p>	

Meeting closed at 7.20pm.

Minute approved:

Lorraine Hall
Chair, Shetland Arts Development Agency