

Minute of Meeting of Shetland Arts Development Agency Board of Trustees, Tuesday 26th May 2015, held at 5.30pm at Mareel Meeting Room, Lerwick

Present:

Lorraine Hall (LH), Chair, (post election – item 2 on agenda) Shetland Arts
 Leslie Lowes (LL), Vice Chair, Shetland Arts
 Robin Sandison (RS), Trustee, Shetland Arts
 Olive MacLeod (OM), Trustee, Shetland Arts
 Steven Cheverton (SC), Trustee, Shetland Arts
 Alan Lindsay (AL), Trustee, Shetland Arts
 John Dally (JD), Trustee, Shetland Arts
 Danus Skene (DS), Trustee, Shetland Arts
 Veronica Rocks (VR), Trustee, Shetland Arts (via Skype)

In Attendance:

Graeme Howell (GH), General Manager, Shetland Arts
 Glenda Mackay (GM), Administrative Officer, Shetland Arts (Minute taker)
 Alex Fenton (AF) (observer - potential new Trustee)
 David Ramsay (DR) (observer - potential new Trustee)

Apologies:

Item	Topic	Action
1	<p>Welcome, Apologies & Declaration of Interest</p> <p>The Vice Chair welcomed everyone to the meeting. He explained that Alex Fenton and David Ramsay are present and are interested in becoming Trustees. The Trustees took it in turn to introduce themselves to them. David Ramsay explained that he is Director of Sales and Events for a third sector charity in the South of England and Alex Fenton explained that he works for NB Communication as a Business Development Officer and has a background in music as a Sound Engineer and a Music Studio Manager.</p> <p>There were no declarations of interest expressed.</p>	
2	<p>Election of Chair – two nominations were put forward: Lorraine Hall and Les Lowes - CLOSED ITEM</p> <p>Lorraine Hall was elected as Chair.</p>	
3	<p>Minutes of previous meetings</p> <p>Meeting 21st April 2015</p> <p>The Board agreed that the public minutes are accurate. This was proposed by RS and seconded by OM.</p> <p>The Board agreed that the closed minutes are accurate. This was proposed by RS and seconded by JD.</p>	

<p>4</p>	<p>Finance</p> <p>Management Accounting</p> <p>OM explained that there is a surplus in March which is mainly due to GH cutting costs. The Café/bar is down on budget but is up on last month's income. The Foyer income is down along with the Films. Overall the total sales are £3K up on budget. The gross contribution shows that the Café/bar is now making a reasonable profit. The gross contribution is £17K compared to £5K in the budget.</p> <p>OM explained that she won't be present at the next meeting but someone from Baker Tilly will be able to attend. Draft annual accounts will be brought to the next meeting.</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 – Summer opening is now in place. Still gauging if the late opening will work out. The Malakoff exhibition is up and running but visitor numbers are low. Perhaps we need to look at how the open winner's competition works in 2016/17. Ness Engineering has been quoting to take on planned maintenance.</p> <p>Mareel – A new exhibition has been installed in the upper café/bar. Ness Engineering is quoting for taking on the planned maintenance.</p> <p>SADA are currently looking at closing the Café/bar for a refit on the 29th and 30th June. SADA are looking at changing the design and layout of the bar area, repairing the floor, repairing the cracks in the walls and changing the furniture accordingly. SADA are currently receiving quotes for these pieces of work. The Board agreed that it would be best to close the Café/bar for as long as it takes to get these repairs made. It was agreed that this should be publicised well in advance.</p> <p>AL requested that staff within the Cafe bar area be engaged about the layout and how the area looks as it is important that they feel their views are listened too and that we take account of their working environment.</p>	

	<p>Numbers</p> <p>There is a big change in Participations which is due to the Shetland Youth Theatre trip to Inverness.</p> <p>Staffing – CLOSED ITEM</p>	
6	<p>Board Recruitment & Training</p> <p>The Board has received 4 Trustee applications. It was agreed at the last meeting that there would be a small working group to consider these applications and have conversations with the applicants. This will be SC, LL, LH and GH. They decided to meet on Monday 1st June at 5pm to shortlist the applications. Another round of recruitment will take place later in the year.</p> <p>The Board are planning to have a half day meeting on 25th June to look at Board development.</p>	
7	<p>Any Other Business as agreed by the Chair at the Start of the meeting</p> <p>A press release should be made announcing the new Chair appointment.</p>	
8	<p>Future SADA Board Meetings:</p>	
8a	<p>The next meeting will take place on Thursday 25th June 2015 at 5.30pm. GH explained that he would be in touch about the half day arrangements to look at Board development. GH is keen to look at the regularity of meetings at the next meeting. He explained that there will a break in July and August, and meetings with resume in September. The General Manager's report and Monthly accounts will be circulated as usual though.</p>	GH

Meeting closed at 7.20pm.

Minute approved:

Lorraine Hall
Chair, Shetland Arts Development Agency