

**Minute of Meeting of Shetland Arts Development Agency Board of Trustees, Tuesday 21<sup>st</sup> April 2015, held at 5.30pm at Mareel Meeting Room, Lerwick**

**Present:**

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  
 Lorraine Hall (LH), Trustee, Shetland Arts

**In Attendance:**

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

**Apologies:**

Danus Skene (DS), Trustee, Shetland Arts  
 Veronica Rocks (VR), Trustee, Shetland Arts

<b>Item</b>	<b>Topic</b>	<b>Action</b>
<b>1</b>	<p><b>Welcome, Apologies &amp; Declaration of Interest</b></p> <p>The Vice Chair welcomed everyone to the meeting.</p> <p>There were no declarations of interest expressed.</p>	
<b>2</b>	<p><b>Minutes of previous meetings</b></p> <p><b>Meeting 24<sup>th</sup> March 2015</b></p> <p>The Board agreed that these are accurate minutes. This was proposed by RS and seconded by OM.</p>	
<b>3</b>	<p><b>Finance</b></p> <p><b>Management Accounting</b></p> <p>OM explained that the income is down on the budget but is comparable with last month. This month's films have been busy. There is a surplus of over £10K.</p> <p><b>Cashflow position – CLOSED ITEM</b></p> <p><b>Budget – CLOSED ITEM</b></p>	
<b>4</b>	<p><b>General Manager's Report</b></p> <p>GH highlighted some key points from his report:</p>	

	<p><b>Estates</b></p> <p>Mareel – The Heineken venue bar and dispensers have been installed. Dates to be confirmed for switch of equipment in café/bar. The SDS installation is in place. Garrison – Letters will be going out to the hirers regarding price changes.</p> <p><b>Staffing – CLOSED ITEM</b></p> <p><b>Board Recruitment</b></p> <p>GH explained that the advert for new trustees was posted last Friday 17<sup>th</sup> April 2015 and we have had one application so far. The Board decided that LL, LH and SC should be on the subgroup team to look at the applications and meet with candidates. GH to arrange for the subgroup to meet with the candidates after 15<sup>th</sup> May 2015.</p> <p><b>Funding</b></p> <p>Creative Scotland has agreed to support the current restructure. The heads of trusts meeting has been delayed. We have secured £40K from Arts and Business Scotland to support the Pelagic Sculpture project. JD asked if anything had been pursued through Events Scotland. GH explained that he had contacted them. Their priority areas include media and tourism which don't match with us.</p> <p><b>Development Timelines</b></p> <p>GH explained that he has added Development Timelines to the General Manager report. He explained that when the new managers are appointed, they are given timelines to work towards and thought it would be a good idea for the Board to see what we are working towards. He gave an overview of this and picked out some key points.</p>	<p><b>GH</b></p>
<p><b>5</b></p>	<p><b>Board Recruitment &amp; Training</b></p> <p>Board Recruitment was covered under item 4 – General Manager's Report.</p> <p>The Board agreed to have a half day on 25<sup>th</sup> June prior to the Board meeting for the board to look at Board training. They also agreed that a Board half day in October would be good to meet with the Senior Management team.</p>	

<b>6</b>	<b>Any Other Business as agreed by the Chair at the Start of the meeting</b>  Budget was discussed under item 3 – Finance.	
<b>7</b>	<b>Future SADA Board Meetings:</b>	
<b>7a</b>	The next meeting will take place on Tuesday 26 <sup>th</sup> May 2015 at 5.30pm in Mareel.	

Meeting closed at 6.30pm.

Minute approved:

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Leslie Lowes  
Vice Chair, Shetland Arts Development Agency