

Minute of a Meeting of Shetland Arts Development Agency Board of Trustees, 25 March 2013, held at 6.30pm at 2nd Floor Meeting Room, Mareel, Lerwick.

Present:

Danus Skene (DS), Chair, Shetland Arts
 John Goodlad (JG), Trustee, Shetland Arts
 Silke Reeploeg (SR), Trustee, Shetland Arts
 Steven Cheverton (ST), Trustee, Shetland Arts
 Robina Barton (RB), Trustee, Shetland Arts
 Irvine Tait (IT) Trustee, Shetland Arts
 Leslie Lowes, (LL), Trustee, Shetland Arts
 Mike Palmer (MP), Trustee, Shetland Arts

In Attendance:

Gwilym Gibbons (GG), Director, Shetland Arts
 Sheila Duncan (SD), Head of Finance and Admin, Shetland Arts
 Christine Simpson (CS), Finance Officer, Shetland Arts (Minute taker)

Irene Hambleton (IH), Baker Tilly Accountants,

Apologies:

John Dally (JDal), Trustee, Shetland Arts
 Jill Franklin (JF), Trustee, Shetland Arts

Item	Topic	Action
1	Welcome, Apologies & Declaration of Interest	
1a	The Chair welcomed everyone to the meeting. Apologies were received from Jill Franklin and John Dally. There were no declarations of interest.	
2	Minutes of last meeting	
2a	The Board ratified the minutes of the meeting held on February 20 th and approved by Trustees via Basecamp. Proposed by Robina Barton, Seconded by Irvine Tait [Alteration noted in Non public minute]	
2b	Matters arising that don't appear within the agenda. <ul style="list-style-type: none"> • JF had asked that her proposal to source additional funds be discussed. It was decided to wait for the next meeting for JF to present her proposal in person. GG to draft a PR/Communications plan for the next board meeting in May. • Heads of Lease Terms – to be discussed later. • A proposal to appoint another Trustee was discussed and deferred to the next meeting. 	JF GG

3	Finance and Management	
3a	<p>SADA Business Plan – strategic priorities 2013-2016</p> <p>GG started by asking Trustees to consider whether the priorities agreed at the April 2012 meeting were still relevant. These are Customer Experience, Footfall and Impact. It was agreed to keep them as discussed. GG said that the Business Plan will require regular updating. SADA now has some real time figures to update the targets in the plan. A discussion was held regarding target measurement, success criteria around the three priorities, customer surveys and accountability. GG said SADA had collated information from a survey for the period OCT- DEC and that this could be circulated.</p> <p>Income generation appears to impact strongly in the plan. The scale of the operation of SADA has increased hugely over the last 6 months. Andrew Ormiston (consultant) employed by HIE is going to provide an external opinion of the plan. He will be in Shetland around 23/24 April.</p> <p>A short discussion on social value modelling as well as impact assessment ensued and also the value of voluntary work and how that is quantified.</p> <p>DS observed the word ‘education’ was sorely lacking from pages 7-8, and IT said he was keen that SADA maintained its cultural role in spite of the present difficult financial climate.</p>	
3b	<p>Baker Tilley Report CLOSED ITEM</p>	
3c	<p>Annual Budget 2013-14</p> <p>The document had been circulated prior to the meeting. SD explained that the report was required for Creative Scotland and Charitable Trust funding applications.</p> <p>The budget presented to Trustees was a balanced budget. GG highlighted the desire for SADA to have a higher surplus figure to allow for contingencies. OSCR suggest that charities have a three month salary contingency in place. IH said it would be difficult for SADA to achieve that figure this year, and suggested aiming between £40K and £50K. She also added that acquiring additional funding may be difficult with no security to offer to lenders.</p> <p>JG recommended passing the budget but recognising the need for Trustees to see if the final figure could be improved on.</p> <p>[CLOSED ITEM COMMENT REMOVED FROM PUBLIC</p>	

	<p>MINUTE]</p> <p>DS asked the Trustees to approve the budget. The budget report was duly approved subject to amendment and suggestions from the Baker Tilly report and the need to build up a reserve.</p> <p>Proposed LL, Seconded RB</p>	
4	<p>Update on SIC Mareel Discussions</p> <p>CLOSED ITEM ACTION</p>	
5	<p>AOB</p> <p>DS brought up a suggestion from Jill Franklin who is willing to chair a small group focusing on income generation. RB, LL, MP and SC all volunteered to join the group.</p> <p>Heads of Terms for Lease Agreement: [CLOSED ITEM COMMENT REMOVED FROM PUBLIC MINUTE]</p> <p>The Trustees agreed unanimously to accept the Heads of Terms Agreement in principle subject to all legal and professional advice being concluded satisfactorily.</p> <p>MP left the meeting at 9.15pm. The meeting closed at 9.30pm</p>	
5a	<p>Next Meetings: Thursday, 24th April at 6.30 at Bonhoga Thursday, 6th June at 6.30 at Mareel The meeting ended at 9.30pm</p>	

Minute approved

Danus Skene
Chair, Shetland Arts Development Agency