

Minute of a Meeting of Shetland Arts Development Agency Board of Trustees, held at 16.00 on Friday 16th December 2011 at Market House, Lerwick.

Present:

Danus Skene (DS), Vice Chair - Trustee, Shetland Arts
 James Sinclair (JS), Trustee, Shetland Arts
 Silke Reeploeg (SR), Trustee, Shetland Arts
 John Dally (JDal), Trustee, Shetland Arts
 Robina Barton (RB), Trustee, Shetland Arts
 Irvine Tait (IT) Trustee, Shetland Arts
 John Goodlad (JG), Trustee, Shetland Arts
 Leslie Lowes, (LL), Trustee, Shetland Arts

In Attendance:

Gwilym Gibbons (GG), Director, Shetland Arts
 Lynda Anderson, Office Administrator, Shetland Arts

Apologies:

Mark Burgess (MB), Trustee, Shetland Arts
 Jim Johnston (JJohn), Trustee/Chair, Shetland Arts
 Joyce Davies (JDav), Trustee, Shetland Arts

Item	Topic	Action
1	Welcome, Apologies and Declarations of Interest	
1.1	Apologies were received from Mr Johnston. In his absence, the meeting was chaired by vice Chair, Mr Skene.	
1.2	Mr Lowes declared an interest as Director of Penultimate Productions and as a consultant to Digital Imagineering, both production companies who may from time to time make use of SADA's audio visual equipment bank.	
2a	Minutes of last meeting	
2a.1	Item 3d – It was noted that the re appointment of Mr Sinclair as a Trustee was absent from the minute. Subject to this amendment, approval of the minutes of the meeting were proposed by Mr Dally and seconded by Ms Barton.	
2b	Matters Arising	
2b.1	Item 2c.1 - AV Equipment. A discussion was held around the minute of this topic. Mr Lowes expressed extreme concern and disapproval that his discussion was not recorded in the minute in Item 2c.1.	
3a	Management Accounts	
3a.1	Mr Gibbons reported that the projected deficit for the current financial year has reduced. This is due to the inclusion of Mareel activity later in the year.	
3a.2	Mr Gibbons noted that the deficit now £130,974 has decreased	

	since 6 months ago and Shetland Arts is now in a much more positive position.	
3b	Directors Travel	
3b.1	Mr Gibbons informed the Board of recent trips off-island which included consultancy in Uist, Western Isles on behalf of Shetland Arts. The report was noted by the Board.	
3c	Business Plan	
3c.1	Mr Gibbons presented the draft Shetland Arts Business Plan 2012 - 2015. He asked that Trustees take 4 weeks to review the draft plan, in particular to ensure objectives of the organisation are reflected in through proposed activity plans and to add comments to Basecamp.	
3c.2	A discussion was held on SADA's International Strategy - a strategic decision to focus work in Northern Europe/Scandinavia. Mr Goodlad said he was 'delighted' to see this and felt this fits well with Shetland's unique position geographically, culturally and historically. Ms Reeploeg suggested that 'Northern Europe' be used as a term to describe the region, rather than 'Scandinavia'.	
3c.3	Section 1.7 Management Structure & Governance - Development Trustee sub-group, should be referred to as Development Trustee Group, given that all trustees are invited. It was noted that Finance Sub-Group are not a decision making group, but purely an opportunity to have time for full discussion of the figures. Ms Reeploeg felt SADA's involvement in delivering nationally recognised qualifications should be made clear.	
3c.4	Mr Gibbons noted that Shetland Arts had recently advertised for Expressions of Interest to help organise music events and a good response has been received.	
3c.5	The Chair noted the Business Plan is an 'incredibly important document' and asked that trustees 'look through and contribute' ideas. A final draft will then be taken to the next Board Meeting. Mr Gibbons asked that trustees challenge objectives.	
4	Mareel Construction	
4a	Mareel Construction update was discussed as a closed item.	
4b	Mareel Operation	
4b.1	Production Manager and Marketing Officer started work in October. Box Office and Customer Services Manager has been recruited – start date to be confirmed. Interviews will be held	

4b.2	next week for Bars & Catering Manager. Mr Lowes asked if Olympic Events would be screened 3D. Mr Gibbons said he will investigate if this is licensed for cinema.	
4c	Hatchery	
4c.1	Insurance claim for roof damage last winter has now been received and work is progressing.	
5	Any other business as agreed by the Chair at the start of the meeting	
5.1	Mr Gibbons reported that Creative Scotland have asked to receive full Board packs, including closed items. Trustees felt it was important to be open with funders and that they should receive all information.	
5.2	Online Banking - Mr Gibbons asked trustees to authorise a form issued by Clydesdale Bank detailing changes to their online banking system. Form to be signed for their approval of new online banking system. John Dally proposed, Mr Lowes seconded. The form was signed by Mr Sinclair, Mr Goodlad and Ms Barton on behalf of all trustees	
6	Dates of future meetings	
6.1	Next meeting: Given that Mr Gibbons is required to be in London on 26th January, he asked that the Board meeting date be moved. Thursday 2nd February was agreed. Venue to be decided at a later date. The meeting closed at 6.20pm.	