

Minute of a Meeting of Shetland Arts Development Agency Board of Trustees, held at 6.00pm on Thursday 16th June 2011 at Bonhoga Café, Weisdale Mill

Present:

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

In Attendance:

Gwilym Gibbons (GG), Director, Shetland Arts
 Lynda Anderson, Office Administrator, Shetland Arts (minutes)
 Sheila Duncan, Head of Finance & Admin, Shetland Arts

Apologies:

Jim Johnston (JJohn), Trustee/Chair, Shetland Arts
 Mark Burgess (MB), Trustee, Shetland Arts
 Florence Grains, Cultural Spokesperson, Shetland Islands Council

Item	Topic	Action
1	Apologies and welcome	
1.1	The meeting commenced at 6.05pm. In Mr Johnston's absence, it was agreed that Mr Sinclair would chair the meeting.	
2a	Minutes of the last meeting	
2a.1	The minutes of the previous Board meeting held 24 th April 2011 were approved as an accurate record.	
2b	Matters Arising that don't appear within the agenda	
2b.1	Item 6b – Mr Gibbons noted that induction of new trustees, Ms Reeploeg and Mr Skene has taken place.	
3a	Finance and Management – Annual Budget 2011/12	
3a.1	<p>Ms Duncan tabled SADA Annual Budgets Report 2011-2012 (March Opening) and Management Accounts for the first two months (1 April - 31 May 2011) of the current financial year.</p> <p>Based on current figures, the annual budget shows a deficit of £115,630. Mr Gibbons noted this does not include changes being considered as part of the cost-saving process he is still working through. This figure has come down from £150,000 following adjustments based on current activity, and based on Mareel not being open when it had been expected to be.</p> <p>A discussion was held around the annual budget and deficit. Mr Gibbons recommended the Board approve the annual budget, and</p>	

	approve that Mr Gibbons continue to work on reducing this deficit	
3a.2	<p>Ms Duncan noted that because Management Account figures only represent the first two months of the year, they are not particularly meaningful. However, they show that income from film screening is much higher than expected. Mr Gibbons noted this is due to Shetland Arts buying out Filmobile who previously provided the film service. The projecting equipment has paid for itself in 6-7 months, and in taking on film programming, relationships have been established with film distributors that will continue into Mareel.</p> <p>Ms Duncan noted that Bonhoga café and shop are also doing well.</p> <p>Ms Davies joined the meeting (6.25pm)</p> <p>Closed Item C – Shetland Arts Financial & Organisational Review Progress Report was discussed at this point.</p>	
3b	Director's Travel	
3b.1	A brief discussion was held around Between Weathers meetings. The report was noted by the Board.	
4.1	Between Weathers	
4.1.1	Mr Gibbons noted that filming is still planned for Sept/Oct/Nov this year, with post production work taking place in December. The soundtrack is to be recorded in Mareel during February and March.	
4.1.2	<p>Mr Gibbons is in discussion with lawyers regarding paperwork required. Detailed discussions are taking place with a range of film financiers, including advanced conversations with a Canadian Company for TV rights for distribution in North America. There is currently one social investor. Finance sourcing from the public will be done through 'wedidthis' website.</p> <p>Mr Gibbons is preparing a funding application to submit to Creative Scotland.</p>	
4.2	Mareel Construction	
4.2.1	<p>Mr Gibbons reported that construction is progressing. The practical completion date issued by the contractor is currently 31 January 2012.</p> <p>Mr Gibbons reported that DITT's glazing and timber contractor appears to have gone into voluntary administration but that this has yet to be confirmed. DITT are unable to continue with glazing work whilst they are still are in contract with the subcontractor. Roof brackets are being made locally and will be fitted soon.</p>	
4.2.2	<p>7.55pm - Mr Dally left the meeting.</p> <p>Mr Goodlad noted that due to other commitments, he would prefer to</p>	

	be replaced by another trustee on the Mareel Construction Project Board. Mr Lowes offered to join the Construction Board – all agreed.	
4.3	Mareel Operations Update	
	Mr Gibbons noted that significant progress has been made in the last week, with a provisional liquor license granted. This will become a full license on delivery of completion certificate. 8.05pm - Ms Barton left the meeting. 8.08pm – Mr Goodlad left the meeting.	
5	AOCB	
	Mr Lowes raised two items: 1) Mareel blog - Mr Lowes said his company would be willing to film the blogs, and that these could also be added to the film they're making about Mareel. 2) Box Office – Mr Lowes relayed an experience of buying tickets when he did not receive confirmation email. Mr Gibbons said this is a recognised problem and is being addressed. Mr Gibbons noted that of the 4000 tickets on sale for the Tall Ships gigs, only 23 people did not receive emails.	
6	Dates of Future Meetings	
6a	Thursday 18 th August. Pre-board site visit at 5pm. The meeting closed at 8.00pm.	

CLOSED ITEMS HAVE BEEN REMOVED FROM THIS PUBLIC MINUTE