

**Minute of a Meeting of Shetland Arts Development Agency Board of Trustees held at 6.00pm on Tuesday 15<sup>th</sup> December 2009 at Shetland Museum and Archives**

**Present:**

Jim Johnston (JJohn), Chair, Shetland Arts  
 Johan Adamson (JA), Trustee, Shetland Arts  
 Robina Barton (RB), Trustee, Shetland Arts  
 Mark Burgess (MB), Trustee, Shetland Arts  
 John Goodlad (JG), Trustee, Shetland Arts  
 Joanne Jamieson (JJam), Trustee, Shetland Arts

**In Attendance:**

Gwilym Gibbons (GG), Director, Shetland Arts  
 Bryan Peterson (BP), Arts Development Officer – Music, Shetland Arts  
 Louise Morris, Administration & Capital Project Support Officer, Shetland Arts

**Apologies:**

James Sinclair (JS), Trustee, Shetland Arts  
 George Smith (GS), Trustee, Shetland Arts  
 Councillor Rick Nickerson, SIC Cultural Spokesperson

Item	Topic	Action
<b>1</b>	<b>Apologies and welcome</b>	
	Apologies were received from James Sinclair, George Smith and observer Cllr Rick Nickerson.  Mr Johnston welcomed everyone to the meeting.	
	Mr Johnston reported that Donald Murray has tendered his resignation as Trustee to focus on his writing career. Mr Johnston thanked Mr Murray on behalf of the Board for his hard work as Chair and Trustee.	
	Mr Johnston and Mr Gibbons have been meeting fortnightly. Mr Johnston said that he hoped the frequent meetings would allow for a greater input and discussion regarding agenda items for Trustee meetings. Any Trustee wishing to add items to the agenda can do so by emailing Mr Johnston.	
	Mr Johnston asked if we should continue arranging the Trustee meetings in different locations around the island given that there has hardly been any members of the public in attendance.  It was agreed that meeting outside Lerwick on occasion was a positive thing and should continue. However, it was noted that this should be done in the most cost effective way possible. It was agreed to utilise Bonhoga and Garrison more often, possibly alternating between a	

	Lerwick venue and Bonhoga.	
	<p>Mr Johnston asked the meeting for their thoughts on appointing a Vice Chair. He noted that appointing a rotating Vice-Chair had been mentioned previously. Mr Johnston noted that he was happy with the idea but suggested the period of rotation be 6-monthly rather than meeting by meeting, for consistency.</p> <p>It was agreed to appoint a Vice-Chair for 6 months. Ms Jamieson nominated Ms Adamson. Mr Goodlad seconded the nomination.</p>	
<b>2</b>	<b>Minutes of last meeting (5/11/09)</b>	
<b>2a</b>	<b>Approval of Minute for Accuracy</b>	
	The minutes were approved as an accurate record by Mr Goodlad and seconded by Mr Burgess.	
<b>2b</b>	<b>Matters Arising not on the Agenda</b>	
	<p>Mr Gibbons reported that the Shetland Box Office website is being populated and should be online by no later than the end of January 2010.</p> <p>Ms Jamieson asked if there has been any analysis yet of the management data. Mr Gibbons clarified that the Box Office is now entering a period where we can expect to see trends in the data. Around forty five thousand tickets have now been sold.</p> <p>Mr Gibbons added that the success of Shetland Box Office was demonstrated when the recent dance event was cancelled. Islesburgh staff were able to phone around ticket holders who had not yet claimed a refund.</p> <p>Mr Johnston raised a question submitted by Mr Smith. He asked if Shetland Arts had incurred a loss from the cancellation of the Steve Earl concert. Mr Gibbons said that as the concert was organised by a local independent promoter Shetland Arts had incurred minimal loss due to the cancellation – only a cancelled PA hire.</p>	
	Mr Gibbons clarified for Ms Adamson that capital costs from last years accounts was for the Garrison and not for Mareel and therefore not accrued.	
	Mr Gibbons noted that Shetland Arts had received £2000 from the Scottish Arts Council Resilience Fund. However, he missed the deadline for applying for further funding by one day due to work pressure and apologised to the Board.	
<b>3</b>	<b>Finance and Management</b>	

<b>3a</b>	<p><b>Management Accounts</b></p> <p>The management accounts were circulated with the papers. Mr Gibbons noted that we are projecting a surplus at the moment but this may fluctuate.</p> <p>Mr Goodlad commented that the presentation of the management accounts was excellent.</p>	
<b>3b</b>	<p><b>Scottish Arts Council Funding Agreement 2010/11</b></p> <p>The Scottish Arts Council Funding Agreement for 2010/11 was circulated with the papers for information. The document is to be finalised by February 2010.</p> <p>Mr Gibbons explained that this is the third year of a five year funding agreement with the Scottish Arts Council. Shetland Arts is assessed each year through the Quality Framework. The document lists a set of outcomes for the year which are taken from the business plan.</p> <p>Mr Gibbons mentioned that there will be a review of gallery space and how Shetland Arts exhibits. He noted that there are many ways to exhibit art and the value of fixed space versus ‘found spaces’ will be explored</p> <p>Mr Goodlad noted that the Scottish Governments list of 15 national outcomes reads as fact although they are aspirational.</p>	
<b>3c</b>	<p><b>Letter to Shetland Charitable Trust</b></p> <p>Mr Gibbons included in the papers a letter sent to Shetland Charitable Trust (SCT) along with the annual funding application. In the letter, Mr Gibbons acknowledges the current financial position of SCT but asks them to reinstate agreed levels of core funding when their financial position recovers.</p>	
<b>3d</b>	<p><b>Directors Travel Update</b></p> <p>In response to the current public scrutiny of travel, Mr Gibbons prepared a report detailing his international trips since the formation of Shetland Arts. He has also detailed his future planned trips. This report is now available to the public through the Shetland Arts website.</p> <p>Mr Goodlad commented that it was an excellent initiative. Mr Johnston noted that Shetland Arts is not covered by the Freedom of Information Act but it is good practice.</p> <p>The question was raised whether the disclosure of travel should also apply to Arts Development Officers. Ms Jamieson noted that travel may be part of staff CPD and should be treated as confidential.</p>	

	<p>Mr Gibbons noted that it was his job to scrutinise staff travel requests and it was the Board's job to scrutinise his travel. It was agreed that if a trip had any reputational risk to the organisation it should be brought to the attention of the Chair/Vice-Chair in the first instance and subsequently to the Board should the Chair/Vice-Chair feel necessary.</p>	
<b>3e</b>	<b>Board public engagement</b>	
	<p>Mr Gibbons noted that members may remember from the Arts &amp; Business training that Trustees play a valuable role as ambassadors for the organisation in terms of press and attracting funding. He asked Trustees how they would like to engage more with the public.</p> <p>It was agreed to hold a public AGM-type event when there is something valuable to say. It was noted that the time to do this would be when the new governance structure is finalised in mid 2010.</p> <p>Mr Gibbons will inform the Board of all Shetland Arts events taking place in the 6-weeks between Board meetings to see which Trustee is able to go along to 'meet and greet'.</p> <p>Mr Gibbons noted that a key role of Trustees at this time is to reinforce the message that Shetland Arts is an independent organisation, not a department of Shetland Islands Council.</p> <p><b>Action Point 1</b></p> <p>It was also agreed to refresh Trustees' engagement with adopted art form as follows:</p> <p><b>Visual Arts:</b> John Goodlad &amp; Jim Johnston  <b>Craft:</b> Johan Adamson  <b>Dance:</b> Robina Barton  <b>Music:</b> Joanne Jamieson &amp; Mark Burgess  <b>Film:</b> Joanne Jamieson &amp; Mark Burgess  <b>Film Exhibition:</b> Joanne Jamieson &amp; Mark Burgess  <b>Literature:</b> James Sinclair &amp; John Goodlad  <b>Venues:</b> Jim Johnston &amp; Joanne Jamieson  <b>Drama:</b> George Smith &amp; Alan Murdoch</p>	<b>GG</b>
<b>4</b>	<b>Mareel Project</b>	
<b>4a</b>	<b>Mareel Construction Update</b>	
	<p>Minutes of previous Mareel Project Board (Construction) and Mareel Stakeholder meetings were circulated with papers. Mr Gibbons reported that construction is on budget and on time. Mareel is scheduled to be open to the public in Spring 2011.</p>	

	<p>Mr Gibbons reported that we are spending some contingency. However the Quantity Surveyor is happy that the contingency spend is in line with where we are at in build programme.</p>	
<b>4b</b>	<b>Operational Update</b>	
	<p>Mr Gibbons noted that the Mareel Project Board (Operations) had just met prior to the Board meeting. Minutes of those meetings will also be made available to the Board.</p> <p>The Mareel Project Board (Operations) highlighted two areas of significant pressure: time constraints and staff welfare. The Project Board also started work on a register of risks.</p> <p>Mr Gibbons reported that Shetland Arts have been awarded the contract to develop the NC and HNC music courses for UHI Shetland College.</p>	
<b>5</b>	<b>Dates of future meetings</b>	
	<p>SADA Board Meeting – Wednesday 3<sup>rd</sup> February 2010. Venue to be arranged.</p>	
	<p>SADA Finance Sub-Committee – Monday 25<sup>th</sup> January 2010 at 4.00pm, Toll Clock Office</p>	