

**Minute of a Meeting of Shetland Arts Development Agency Board of Trustees held at 6.30pm on Wednesday 23<sup>rd</sup> September 2009 at Shetland Amenity Trust, Lerwick**

**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  
 Joanne Jamieson (JJam), Trustee, Shetland Arts  
 James Sinclair (JS), Trustee, Shetland Arts  
 George Smith (GS), Trustee, Shetland Arts

**In Attendance:**

Gwilym Gibbons (GG), Director, Shetland Arts  
 Louise Morris, Administration & Capital Project Support Officer, Shetland Arts

**Apologies:**

John Goodlad, Trustee, Shetland Arts  
 Alan Murdoch, Trustee, Shetland Arts  
 Donald Murray, Trustee, Shetland Arts

**Observers:**

Councillor Rick Nickerson, SIC Cultural Spokesperson  
 Neil Riddell, Shetland Times  
 Dr Helen Bennett, Scottish Arts Council

Item	Topic	Action
<b>1</b>	<b>Apologies and welcome</b>	
	<p>Apologies were received from Alan Murdoch, Donald Murray and John Goodlad.</p> <p>Mr Johnston thanked everyone for his nomination to Chair of Shetland Arts. He noted that as Chair he would make sure that meetings would not last more than two hours. He added that if after two hours there were still items to discuss he will ask which items should be deferred to the next meeting.</p> <p>Mr Johnston wished to thank Mr Murray for his good work as Chair and wished him all the best with his writing career.</p>	
<b>2</b>	<b>Minutes of last meeting (11/8/09)</b>	
<b>2a</b>	<b>Approval of Minute</b>	
	<p>Item 2b, last paragraph – Ms Jamieson asked for the word <i>always</i> to be changed to <i>sometimes</i>. The minute was changed to read:</p> <p><i>Ms Jamieson reported that when she phones the Shetland Box Office staff <b>sometimes</b> answer "Hello,</i></p>	

	<i>Islesburgh</i> ".	
	<p>Item 3a, second last paragraph – Mr Smith asked for the minute to be amended to better reflect the points he raised. The minute was changed to read:</p> <p><i>Mr Smith raised his concern that Trustees don't have a say on how the cumulative surplus or deficit from the 500 events annually is dealt with. He noted that if there was £500 movement in each event that would amount to £250,000 annually. As a matter of principle Trustees should be made aware of how this money is vired.</i></p> <p>Mr Johnston noted that he had requested to join the Finance Sub-Group and he hoped to be able to thrash out issues like this at that group and improve how we account to the Board.</p>	
	Item 4c, first paragraph – Gobal Yell was changed to Global Yell.	
	Ms Barton noted that the points raised by the member of the public at the meeting were not minuted. Mr Gibbons clarified that the minute is to reflect discussions by the Trustees and not the public.	
	The minute was approved as a correct record, subject to the agreed amendments, by Mr Smith and seconded by Ms Barton.	
<b>2b</b>	<b>Matters Arising</b>	
	<p>Mr Gibbons reported that he will again raise with the Box Office Project Board about how Islesburgh staff answer Box Office calls.</p> <p>Mr Nickerson asked when the Box Office will be available online as there are concerns it won't be ready to sell tickets in time for the Hamefarin next year. This is especially important as the marjority of ticket sales will be from people outwith the island.</p> <p>Mr Gibbons clarified Phase 1 went live in October 2008 and there have already been 30,000 face to face, phone and on-the-door sales. The next phase is the online roll-out. He reported that there are technical problems with the site which he hoped would be up and running within 2 months.</p> <p>Mr Johnston asked for an update to be put on the agenda for the November Board meeting.</p>	

	<p><b>Action Point: 1</b></p> <p>Mr Gibbons will contact Douglas Irvine at SIC Economic Development regarding timings for Hamefarin ticket sales.</p> <p><b>Action Point: 2</b></p> <p>Mr Burgess asked if it was still the intention to locate sales points in the leisure centres. Mr Gibbons confirmed that was the phase after the online roll-out and will be reviewed once statistics for online sales is available. Mr Gibbons clarified that once the Box Office is online it is expected to account for 60% of sales within 2 to 3 weeks.</p>	<p><b>Agenda</b></p> <p><b>GG</b></p>
	<p>It was agreed to discuss ways of engaging with the public at the next meeting.</p> <p><b>Action Point: 3</b></p>	<p><b>Agenda</b></p>
	<p>Revisions are being made to the Draft Craft Exhibition Curatorial Strategy and the Draft Exhibition Policy. Mr Gibbons will suggest a date for these papers to come back to the Board.</p> <p><b>Action Point: 4</b></p>	<p><b>GG</b></p>
<b>2c</b>	<p><b>Resignation</b></p>	
	<p>Mr Johnston reported that he had received a letter from Sarah Molloy tendering her resignation as Trustee of Shetland Arts, which he read to the meeting. Mr Johnston will write back to thank Mrs Molloy for her work as Trustee and to wish her all the best.</p> <p><b>Action Point: 5</b></p>	<p><b>JJohn</b></p>
	<p>Mr Johnston invited Dr Bennett to share her findings on her visit to Shetland Arts.</p> <p>Dr Bennett noted that she is the Lead Officer at Scottish Arts Council for a number of Foundation Organisations, including Shetland Arts.</p> <p>She has held an annual review meeting earlier in the day to review artistic leadership, finance, governance probity and the quality framework. She reported that she was quite satisfied with the evidence put forward at that review.</p>	

	Mr Johnston asked Dr Bennett to clarify if she was comfortable with the work Shetland Arts is doing, to which she replied she was.	
<b>3</b>	<b>Finance and Management</b>	
<b>3a</b>	<b>Management Accounts</b>	
	<p>Mr Gibbons presented the management accounts for the first quarter. He noted that there has yet to be a meeting of the Finance Sub-Group. However the presentation of accounts has been changed to take account of comments raised at the last meeting.</p> <p>Mr Gibbons noted that at the last meeting he thought that the staffing budget may be slightly overspent. It has now been clarified that staffing costs are on budget.</p> <p>Ms Barton and Mr Sinclair commented that the new format was much easier to read.</p> <p>The first meeting of the Finance Sub-Group is scheduled for Wednesday 28<sup>th</sup> October at 4pm. The second quarter accounts will be available for that meeting.</p>	
<b>3b</b>	<b>Annual Accounts 2008/2009</b>	
	<p>Mr Gibbons presented the final Annual Accounts 2008/09 for approval. He noted that the accounts were basically the same as the draft presented at the last meeting apart from the addition of the letters at the front of the document. He also noted that there had been a cost movement from revenue to capital. Staff costs have been clarified and are accurate.</p> <p>Mr Gibbons clarified for Ms Adamson that the £15,880 under Accountancy Fees in item 6c was made up of the main audit fee, VAT consultancy work for Mareel. Ms Adamson then queried the £5000 separate audit fee under item 7. Mr Gibbons will check that amount but thought that it would be the cashflow for Mareel that A9 helped prepare.</p> <p><b>Action Point: 6</b></p> <p>Mrs Adamson noted that if the cost was for Mareel it should have been accrued as it is a capital cost. Mr Gibbons will check that also.</p> <p><b>Action Point: 7</b></p> <p>Mr Sinclair proposed the approval of the accounts and</p>	<p><b>GG</b></p> <p><b>GG</b></p>

	Ms Adamson seconded.	
<b>3c</b>	<b>Resilience and horizon scanning</b>	
	<p>Mr Gibbons reported that the Scottish Arts Council are offering £2000 to each Foundation Organisation to support time out for senior management to discuss how the current economic climate will affect future funding.</p> <p>Mr Gibbons and Mr Johnston will discuss possible uses for the £2000 and bring suggestions back to the next meeting.</p> <p><b>Action Point: 8</b></p>	<b>GG/JJohn</b>
<b>4</b>	<b>Arts Development</b>	
<b>4a</b>	<b>Arts Development Report</b>	
	<p>Mr Gibbons presented a report from Kathy Hubbard on Arts Development from April to August 2009. Mr Gibbons noted that the report will be scrutinised in detail at the next Board Arts Development meeting on 1<sup>st</sup> December.</p> <p>Mr Smith commented that the artistic evaluation of Wordplay 09 by the Scottish Arts Council was a very good model for evaluating events. He expressed that he hoped to get to a place where Arts Development Officers would use this model for evaluating their events.</p> <p>It was agreed to discuss evaluation of events at the next Board Arts Development meeting.</p> <p><b>Action Point: 9</b></p>	<b>KH</b>
<b>4b</b>	<b>The Booth, Scalloway</b>	
	Mr Gibbons noted that SADA are moving forward with taking ownership of The Booth and are in talks with WASPS regarding details of a lease.	
<b>4c</b>	<b>MMM Proposal – Creative Spaces and Places</b>	
	<p>Mr Gibbons reported that the Created Spaces and Placed Consortium have now met a couple of times. The Swan and the South Lighthouse, Fair Isle are considering joining the project.</p> <p>The Consortium will submit a bid to TSIF for feasibility work by the end of Nov. 09 and when ‘investment ready’ will submit a larger application to Social Investment Scotland expected early next year.</p>	

<b>5</b>	<b>Mareel Project</b>	
<b>5.1</b>	<b>Construction Update</b>	
	<p>The minutes of the Project Board (Construction) meeting were not circulated with the agenda. The minutes will be circulated by email.</p> <p><b>Action Point: 10</b></p> <p>Mr Gibbons reported that the piling work is now complete and block work will commence soon. There have been no significant surprises during the foundation work phase which is the higher risk phase of the project.</p> <p>Mr Gibbons noted that the Scottish Water pumping station should start to disappear in the next few weeks.</p> <p>Now Mrs Molloy has resigned as Trustee, Mr Gibbons asked if another trustee would be willing to take her place on the Project Board (Construction). Ms Barton agreed to join the Project Board (Construction).</p> <p>Mr Nickerson asked if he could be sent the minutes of Project Board (Construction) meetings. Mr Gibbons said that the minutes contain contractually sensitive information from the Quantity Surveyor and he was wary of circulating the minutes wider than the Project Board and the Trustees. Mr Gibbons will send Mr Nickerson a cut down version of the minutes.</p> <p><b>Action Point: 11</b></p>	<p><b>Admin</b></p> <p><b>GG</b></p>
<b>5.2</b>	<b>Operational Update</b>	
	<p>The minutes of the last Project Board (Operations) meeting will be circulated to Trustees. SADA will arrange a date for the next meeting.</p> <p><b>Action Point: 12</b></p> <p>Mr Smith asked for the educational programme to be put on the agenda for the next meeting.</p> <p><b>Action Point: 13</b></p>	<p><b>Admin</b></p> <p><b>Admin</b></p>
<b>6</b>	<b>Dates of future meetings</b>	
	<p>SADA Board Meeting - Thursday 5<sup>th</sup> November at 6pm. SADA will check the availability of the Bridge End Outdoor Centre and confirm.</p> <p><b>Action Point: 14</b></p>	<p><b>Admin</b></p>

Shetland Arts Board Minutes 23<sup>rd</sup> September 2009

	<p>Mr Johnston requested that the Board Meetings be better advertised so members of the public are aware they can attend.</p> <p><b>Action Point: 15</b></p>	<b>Admin</b>
	SADA Finance Sub-Committee – Wednesday 28 <sup>th</sup> October 2009 at 4pm at the Shetland Arts office.	
	SADA Board Arts Development Meeting – Tuesday 1 <sup>st</sup> December 2009 at 6.30pm at the Shetland Amenity Trust Board Room.	
<b>7</b>	<b>AOB</b>	
	<p>Mr Nickerson commented that although he finds it useful coming along to the Board meetings he feels he is missing day to day contact with the organisation. He asked he could also attend the Board Arts Development meetings. It was agreed to add Mr Nickerson to the invitation list for those meetings.</p> <p><b>Action Point: 16</b></p>	<b>Admin</b>
	<p>Mr Johnston noted that Mr Gibbons is the target of a lot of criticism. He hoped that as Chair he would be able to take some of the stick away from Mr Gibbons and remind the media and public that Shetland Arts is an independent charity not purely funded by the Shetland Charitable Trust.</p> <p>Mr Johnston noted that in the past there was a strategy for each Trustee to link with an art form and this should be revisited and strengthened.</p>	
	The public portion of the meeting ended at 7.54pm.	