

**Minute of a Meeting of Shetland Arts Development Agency Board of Trustees held at 6.30pm on Tuesday 11<sup>th</sup> August 2009 at Shetland Amenity Trust, Lerwick**

**Present:**

George Smith (Chair)	James Sinclair	Robina Barton
Joanne Jamieson	Johan Adamson	Donald Murray
Mark Burgess	John Goodlad	Alan Murdoch

**In Attendance:**

Gwilym Gibbons, Director, Shetland Arts  
 Louise Morris, Administration & Capital Project Support Officer, Shetland Arts  
 Paul Hetherington, A9 Partnership (until 7.40pm)

**Apologies:**

Jim Johnston  
 Sarah Molloy

**Observers:**

Councillor Rick Nickerson, SIC Cultural Spokesperson  
 Martin Tragonning

Item	Topic	Action
<b>1</b>	<b>Apologies and welcome</b>	
	<p>Apologies were received from Jim Johnston and Sarah Molloy.</p> <p>Mr Murray expressed his wish to resign as Chair of Shetland Arts at the end of the meeting. Mr Murray asked if the meeting would be happy for George Smith to chair the meeting as Mr Murray was suffering from a cold. The Board agreed for Mr Smith to chair the meeting until a new chair was appointed.</p> <p>Mr Smith welcomed everyone to the meeting.</p>	
<b>1a</b>	<b>Appointment of Chair</b>	
	<p>Mr Smith noted Mr Murray's resignation and sought agreement from the Board for the decision on appointing a new Chair to be taken at the end of the meeting. The Board agreed.</p>	
<b>2</b>	<b>Minutes of last meeting (24/2/09)</b>	
<b>2a</b>	<b>Approval of Minute</b>	
	<p>The minutes of 24<sup>th</sup> February 2009 were approved as a correct record proposed by Mr Sinclair and seconded by Ms Adamson.</p>	

<b>2b</b>	<b>Matters Arising</b>	
	Board papers will continue to be emailed to Trustees as a PDF file. Anyone wishing a hard copy of papers can request them from the office.	<b>ALL</b>
	<p>Mr Sinclair noted that the new Shetland Arts website is excellent. Mr Gibbons reported that the launch of Shetland Box Office Online has been delayed but is hoped that the site will be up and running within 3 months.</p> <p>Ms Jamieson reported that when she phones the Shetland Box Office staff sometimes answer "Hello Islesburgh". Mr Gibbons confirmed that this has been raised with Dale Smith and the Box Office Project Board many times. He will ensure that this is raised again.</p> <p><b>Action Point 1</b></p>	GG
<b>3</b>	<b>Finance and Management</b>	
<b>3a</b>	<b>Management Accounts</b>	
	<p>Mr Gibbons apologised that the approved budget column on the circulated Management Accounts was incorrect.</p> <p>Ms Adamson asked for an explanation on the Shetland Charitable Trust income. Mr Gibbons clarified that the Shetland Charitable Trust income is paid in the 1<sup>st</sup> and 3<sup>rd</sup> quarter and wasn't fully agreed at the time the budget was approved.</p> <p>Mr Gibbons noted that expenditure on salaries was up by £6,000 for the first quarter, some of which relates to project income. Mr Gibbons will keep a close eye on the budget and report back to the Board at the 6 month stage.</p> <p>Ms Adamson asked what the expenditure against Mareel was for. Mr Gibbons clarified that this was for architect fees, which should come under capital costs.</p> <p>The running cost for the Garrison is quite high at the moment. However once district heating is connected the running costs should reduce by half.</p> <p>Ms Barton asked if the variances could be presented as a percentage rather than an amount.</p>	

	<p>Mr Gibbons will correct the approved budget column, add a percentage variance column and re-circulate to Trustees.</p> <p><b>Action Point 2</b></p> <p>Mr Smith noted that the management accounts are stumbled over at each meeting which is frustrating for Trustees. He noted that as a Trustee he would not be able to report the financial position and probity of the organisation from the accounts that have been presented. Mr Smith would like the accounts to be simplified so he can easily see what the approved budget is, income received to date, and expenditure.</p> <p>Mr Smith also noted that even though some Trustees don't like to deal with figures he urged all Trustees to be involved in the Finance Sub Group.</p> <p>Mr Goodlad noted that bringing incorrect management accounts to the meeting was sloppy and not good enough. Checking the correctness of the accounts is not the job of the Finance Sub-Group. Mr Goodlad suggested that Trustees should be supplied with all the financial information along with a one-page narrative. This would give Trustees a summary of the accounts with the option of delving more deeply into the figures if desired.</p> <p>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.</p> <p>Proposed dates for the Finance Sub-Group was tabled under item 6.1</p>	GG
<b>3b</b>	<b>Draft Annual Accounts 2008/2009</b>	
	<p>Paul Hetherington presented the draft annual accounts and noted that he was not seeking approval of the accounts at this stage.</p> <p>Income from Bonhoga café is up £9,000 from last year (Note 2).</p> <p>Other public funds income of £769,514 was received from Shetland Charitable Trust (Note 5).</p>	

	<p>Ms Adamson asked if £684,152 for employee costs was the final figure. Mr Hetherington confirmed that the total cost of £684,152 is the correct figure.</p> <p>However the breakdown of the pension figure has not yet been confirmed by the SIC.</p> <p>Ms Adamson asked for a breakdown the Accountancy Fees for 2008/09.</p> <p><b>Action Point 3</b></p> <p>Mr Smith was happy to note the draft accounts, which Ms Adamson seconded.</p> <p>Mr Hetherington left the meeting at 7.40pm</p>	GG
<b>3c</b>	<b>Toll Clock Office temporary arrangements</b>	
	<p>It was noted at the meeting on 24<sup>th</sup> February that there had been a flood from melting snow through the roof at the Toll Clock office. The majority of staff were temporary decanted to the former Careers Office space. It was thought at the time it may have been possible to arrange an office swap, as the layout of the Careers Office was preferred by staff. However, this has not been possible.</p> <p>Repair and alteration work is currently underway at the existing Toll Clock office and all staff should be moving back within a month.</p>	
<b>4</b>	<b>Arts Development</b>	
<b>4a</b>	<b>Hansel for Art Promises Action Plan Update v2.2</b>	
	<p>As requested at last meeting, Mr Gibbons has added 'traffic lights' to the Hansel for Art Promises document. Red indicates deadlines that have slipped, and purple indicates deadlines that may slip.</p> <p>Ms Barton noted that there is no specific mention in the promises to SADA's online presence.</p> <p>Discussion took place on holding an Annual General Meeting, scheduled in Promise 22 for September 2009. Mr Gibbons noted that there is no legal requirement for Shetland Arts to have an AGM however it may be desirable to have a public event to showcase and celebrate the accomplishments over the year.</p>	

	<p>Mr Nickerson said the event at the Town Hall last year was fairly well attended by SIC Members and the public.</p> <p>Trustees agreed to give thought to a way of engaging the public and discuss at the next meeting.</p>	
<b>4b</b>	<b>The Booth, Scalloway</b>	
	<p>The Booth is currently owned by the Scalloway Waterfront Trust and leased to WASPS. The Scalloway Waterfront Trust is currently winding down and have expressed their desire to transfer the property to Shetland Arts.</p> <p>Mr Gibbons proposed Shetland Arts accepts the transfer of The Booth for no more than £5. Scalloway Waterfront Trust will provide support for renovations and maintenance work prior to the handover.</p> <p>He also proposed a long-term lease with WASPS who would take on the day-to-day running and maintenance of the property and arrange short-term leases with visiting artists. Mr Gibbons noted that The Booth is currently booked 18 months in advance and there is little risk to Shetland Arts in the transfer.</p> <p>Ms Adamson proposed to accept Mr Gibbons recommendations. Mr Murray seconded the proposal.</p>	
<b>4c</b>	<b>MMM Proposal – Creative Spaces and Places</b>	
	<p>Mr Gibbons announced that a consortia of Shetland agencies (Shetland Arts, Shetland Amenity Trust, Belmont House Trust and Global Yell) have been selected as one of three organisations in Scotland to bid for funding from Social Investment Scotland.</p> <p>The next step in the process is to make an application to the Third Sector Investment Fund supported my MMM for funding to develop a detailed bid including a feasibility study and business plan to Social Investment Scotland in the new year.</p>	
<b>4d</b>	<b>The Voyage Tender Specification – A Hansel of Light</b>	
	<p>A tender for the business plan for the voyage part of A Hansel of Light was circulated with the agenda for information.</p> <p>This piece of work is being funded by Events Scotland and has the potential to pull in a lot of money and profile for Shetland.</p>	

	<p>Mr Murray and Mr Smith noted the objections to the project in the Shetland media.</p> <p>There was discussion around how Shetland Arts staff and Trustees respond to negative press and inaccurate information through the media. It was noted there needs to be a balance between defending Shetland Arts and only responding with positive information.</p> <p>Mr Gibbons will be able to update Trustees on progress at the December meeting.</p>	
<b>4e</b>	<b>Credit Union for the Arts Proposal</b>	
	<p>Mr Gibbons presented a proposal for a Credit Union for the Arts. The idea was born out of a problem experienced by artists who need small amounts of capital to realise a creative project or piece of work which would not normally attract traditional financing.</p> <p>A feasibility study will be undertaken to evaluate the project's potential. The study is being financed by the Scottish Arts Council.</p> <p>Mr Smith noted the proposal and thanked Mr Gibbons for another good idea.</p>	
<b>4f &amp; 4g</b>	<b>Draft Craft Exhibition Curatorial Strategy &amp; Draft Exhibition Policy</b>	
	<p>Kathy Hubbard has received comments from the Scottish Arts Council regarding these documents. Their comments will to be incorporated into the drafts and re-circulated to Trustees for comment.</p> <p><b>Action Point 5</b></p>	GG
<b>5</b>	<b>Mareel Project</b>	
<b>5.1</b>	<b>Construction Update</b>	
	<p>Work officially started on site on 6<sup>th</sup> July 2009. There was some preliminary work on site before that date to set up the site office and fencing.</p> <p>The piling contractor is currently on site. There are no significant concerns to report at this point.</p> <p>We are now in the process of drawing down grant funding from the different funders.</p> <p>Ms Barton noted that the minutes of the Project Board (Construction) referred to money required for the Education Room. Mr Gibbons clarified that as part of the Scottish Arts Council funding conditions an</p>	

	Education Room is required on the second floor. The cost of this is currently being looked at and the Project Team are actively looking for savings to fund that space.	
<b>5.2</b>	<b>Operational Update</b>	
	The Mareel Project Board (Operations) has had one meeting so far, focusing on SADA's readiness for running Mareel. The minutes of those meetings will be brought to the Trustee meetings. <b>Action Point 6</b>  Gwilym will check the date of future meetings and circulate to Trustees. <b>Action Point 7</b>	GG  GG
<b>6</b>	<b>Dates of future meetings</b>	
<b>6.1</b>	An updated Forward Work Plan with meeting dates for 2010 was tabled. Please let Louise know if there are any dates you know you can't make.	ALL
<b>7</b>	<b>AOB</b>	
	Mr Nickerson wished to congratulate staff on another successful Fiddle Frenzy. He noted that the Shetland Singers concert was not well attended and wondered if this was because the concert didn't have it's own poster.  Mr Nickerson noted that it wasn't clear on the tickets that the Phil and Aly concert was free seating, and if he and others had known that they would have arrived at Clickimin earlier. He also noted that the stage in the Bowlers Hall could have been raised a foot higher to allow the audience to have a better view.	
<b>1a</b>	<b>Appointment of Chair</b>	
	Mr Murray handed in his resignation as Chair of Shetland Arts but will continue as a Trustee.  Mr Gibbons reported that he as received an expression of interested from Jim Johnston, the current Vice-Chair of Shetland Arts. Ms Jamieson nominated Mr Johnston for position as Chair as he has had long-term involvement with Shetland Arts, and the former Shetland Arts Trust. Mr Murray seconded the nomination. Everyone present was in agreement with Mr Johnston's nomination as Chair of Shetland Arts.  Mr Gibbons noted that the position of Vice-Chair was now vacant. As no nominations were received it was agreed to elect a Vice-Chair at the next meeting. Mr	

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	Gibbons noted that the Board could appoint a rolling Vice-Chair.  Mr Smith thanked Mr Murray for this hard work as Chair of Shetland Arts	
	The public portion of the meeting ended at 9.15pm.	