

**Minute of a Meeting of Shetland Arts Development Agency  
Board of Trustees held at 6.30pm on Tuesday 24<sup>th</sup> February  
2009 at the Hoswick Visitors Centre, Sandwick**

**Present:**

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

**In Attendance:**

Gwilym Gibbons, Director of Shetland Arts  
Kathy Hubbard, Arts Development Manager Shetland Arts  
Louise Morris, Administration & Capital Project Support Officer, Shetland Arts

**Apologies:**

John Goodlad  
Jim Johnston

**Observers:**

Councillor Rick Nickerson, SIC Cultural Spokesperson  
Debra Ball  
Martin Tragonning

<b>Item</b>	<b>Topic</b>	<b>Action</b>
<b>1</b>	<b>Apologies and welcome</b>  Apologies were received from Jim Johnston and John Goodlad. The Chair welcomed everyone to the meeting.	
<b>2</b>	<b>Minutes of last meeting</b>	
<b>2a</b>	Ms Barton noted the minutes referred to her as Ms Pearson.  3.1a Ms Jamieson noted that it had been agreed Ms Barton would also be on the Operational Group.  There were no other issues of accuracy and the minutes were therefore approved.	
<b>2b</b>	<b>Matters Arising</b>  2b) Mr Gibbons suggested holding off from the signage	

	<p>issue at the moment. He informed the meeting that there had been a flood from melting snow through the roof at the Toll Clock office. Two thirds of staff are now temporarily relocated to the old careers office space. There is no timescale for when the roof will be fixed and SADA are working out long term solutions with Bolts management. Mr Gibbons said he would talk more about that under Item 3c.</p> <p>3.1.b) SADA will circulate a template to Trustees to indicate their preference to receive electronic or hard copies of documents.</p> <p><b>Action Point 1</b></p>	LM
<b>3</b>	<b>Finance and Management</b>	
<b>3a</b>	<p><b>Management Accounts</b></p> <p>Mr Gibbons noted that there hadn't been many changes to the Management Accounts since the last Board meeting. Currently there is a £4000 deficit however this position fluctuates daily.</p> <p>Ms Barton asked if there could be consistent usage of decimal points, since sometimes they are used and sometimes they are not.</p> <p>Ms Adamson asked why there was such an under spend on education. Mr Gibbons explained that this is to do with coding and things being coded to programming rather than education. SADA have found a solution to this for next financial year.</p> <p>Mr Smith said he had difficulties with the accounts and asked why there were such big variances, for instance the box office figures being down by one third. Mr Smith noted that some of it is in the presentation of the accounts, however some of the figures show actual trends. He emphasised the importance of Trustees understanding the information contained in the figures.</p> <p>Mrs Hubbard noted that when the targets were set, two large concerts at Clickimin had been planned. These had not materialised. Also, box office figures have taken a dive nationally. This information is difficult to present in the figures.</p> <p>Ms Barton suggested that as some Trustees understand finances better than others perhaps it would be useful for a smaller group to discuss and consider the figures and report back to the rest of the</p>	

	<p>Trustees. It was agreed that Ms Adamson and Mr Smith would meet with staff at SADA as a sub-group. A meeting will be arranged a few weeks before the next Trustee meeting.</p> <p><b>Action Point 2</b></p> <p>Mr Gibbons said the good news is that we are heading towards with end of the financial year with a balance fairly close to where we want it to be.</p> <p>Ms Jamieson suggested that it might be useful to separate core funding from events that might not happen.</p> <p>Ms Adamson said that the budget can be changed by the Board at any point throughout the year. Mr Gibbons said that whilst this is true SADA have to report a fixed budget to Scottish Arts Council and Shetland Charitable Trust.</p> <p>Mr Nickerson said it looked like restricted funds were being used to write off part of the deficit. Ms Adamson queried whether the restricted income is deferred income. Mr Gibbons explained that restricted funds relates to specific projects that are funded over different financial years. For example, funding for dance workshops over three years.</p>	GG
3b	<p><b>Approval of Annual Budget 2009/10</b></p> <p>Mr Gibbons noted that Trustees had already approved this budget by default by approving the 5 year plan, which has now gone to the Scottish Arts Council.</p> <p>Mr Smith proposed to defer this item until the figures could be presented in more detail.</p> <p>Mr Gibbons reminded Trustees that these figures are in the Business Plan, which was approved only two meetings previously. However, he was happy for this to be reviewed should Trustees feel it was necessary.</p> <p>It was agreed to look at these figures as part of the sub-group.</p> <p><b>Action Point 3</b></p>	Finance Sub-Group
3c	<p><b>Toll Clock Office temporary arrangements</b></p> <p>Mr Gibbons repeated that two thirds of staff have been temporarily relocated to the former careers office</p>	

	<p>following the flood cause by a roof leak. Staff report that they prefer the new office. Mr Sinclair said he had been to the temporary office space and said it was very nice.</p> <p>Mr Gibbons continued that SADA have since come across a planning application by George Sutherland to install stairs from Bolts Electrical to the Careers Office. He said that it would make more sense for the stairs to be installed directly above Bolts Electrical into the current SADA office.</p> <p>Mr Gibbons enquired whether the Board would be happy for SADA to negotiate an office swap on a cost and commitment neutral basis. This was agreed. Mr Gibbons will keep everyone updated.</p> <p><b>Action Point 4</b></p>	GG
<b>4</b>	<b>Arts Development</b>	
<b>4a</b>	<p><b>Hansel for Art Action Plan Update</b></p> <p>Mr Gibbons said the Hansel for Art Action Plan is designed to be a living document which will be available to download from the website. Mr Gibbons noted that the Action Plan is updated from Business Plan.</p> <p>Ms Barton noted that it wasn't clear from the Action Plan when something had been completed. It was agreed to include an extra column to indicate completed status, using a traffic light system.</p> <p><b>Action Point 5</b></p> <p>Ms Jamieson asked how the Marketing Strategy was progressing. Mr Gibbons said that work had stalled and had been pushed down the priority list. SADA have been offered support from a marketing consultant at HIE Shetland.</p> <p>Mr Sinclair felt that marketing should be high priority and felt that was one of the weaker aspects of Shetland Arts. Mr Smith said that there was some very good marketing. There was always at least a half page advert in the Shetland Times and the articles are quite good.</p> <p>Mr Nickerson suggested a quarterly two-page feature in the Shetland Times featuring the Arts Development Officers. Mr Gibbons said that there had been a deliberate move to push SADA as an organisation</p>	GG

	<p>rather than personalities.</p> <p>Discussion took place about different ways to promote Shetland Arts location within the Toll Clock. Mr Gibbons said that George Sutherland was not happy with larger signage, and would not allow any signage on the sliding glass doors.</p> <p>A number of omissions, spelling and grammatical errors were spotted in the Action Plan which will be rectified. Mr Gibbons will incorporate all the suggestions for the next meeting.</p> <p><b>Action point 6</b></p>	GG
4b	<p><b>Arts Development Manager update</b></p> <p>Mrs Hubbard handed out two reports from the Film and Wordplay festivals. Mrs Hubbard also handed out a template 'Echo Sheet' from Moray Council which Trustees can feed back on at the next Trustee Arts Development meeting.</p> <p>Mrs Hubbard reported that Scottish Arts Council have awarded Shetland Arts £165,000 from the Inspire Fund. The Festival of Light is one of only 11 projects to be funded. This is a community project led by Roxane Permar and Nayan Kulkarni to produce temporary light works which will be relocated to Mareel. The project is due to start in September.</p> <p>The Paul Hamlyn Trust have awarded £6000 for Space2face which is a restorative justice project for young offenders. Interviews for artists are scheduled for Monday 2<sup>nd</sup> March. Clair Aldington is leading the project. She has been involved in a similar project in Oxford and it is believed that this will be one of the first projects of its kind in Scotland.</p> <p>Genevieve White and Chloe Garrick will be having another go at Taing 2. It is hoped to role out the project to other care homes in Shetland however external funding will have to be sought.</p> <p>Perisology were in Shetland in January with Baby Baby which was been a big success. They are now on tour and attracting big audiences.</p> <p>The Young Promoters held a concert in Aith Hall on Friday 21<sup>st</sup> February which was attended by 160 youths.</p>	

	<p>Lisa Sinclair, Dancer in Residence, has been working with schools, toddlers and the elderly. She has also been working with Chris Wright and James Watt. Lisa will be in Shetland for another month.</p> <p>Portage is a major curatorial project launched by Scottish Arts Trust which aims blur the lines between crafts and visual arts. Clair Aldington, Hazel Hughson and Mary Smith will be attending exhibitions and symposiums over the coming months to gather information.</p> <p>The next Trustees Arts Development meeting is Monday 9<sup>th</sup> March.</p>	
<b>4c</b>	<p><b>Draft Shetland Cultural Strategy Consultation</b></p> <p>Mr Gibbons reported that a new draft Shetland Cultural Strategy is going out for consultation imminently. A media release will go out in the next few days. Mr Gibbons will circulate a copy to Trustees for comment.</p> <p><b>Action Point 7</b></p> <p>It would be useful if the Board could comment jointly on the consultation at the Arts Development meeting on 9<sup>th</sup> March.</p>	GG
<b>5</b>	<b>Mareel Project</b>	
5.1	<p>Mr Gibbons updated the meeting on progress with Mareel.</p> <p>The 10m<sup>2</sup> piece of land which was not covered in the original land transfer is being signed over to SLAP. This is just a paper exercise as the land should have been included in the original transfer.</p> <p>The stone building owned by Scottish Water is to be taken down. Lease arrangements are being worked out with Scottish Water to access the space.</p> <p>Mike Finne is moving ahead with a Letter of Intent with DITT. The letter will enable DITT to mobilise and commit expenditure up to £50,000. This would mean that DITT could be on site within a few weeks.</p> <p>Ms Barton asked whether the letter from HSE about the fuel tanks had been received. Mr Gibbons confirmed it had not. HSE are happy with the solution and have communicated that to the Planning Department.</p>	

	<p>However, this has not been communicated in writing.</p> <p>Mr Nickerson asked if letter of funding from SIC had been signed. Mr Gibbons said the wording of the letter had been agreed. Mr Nickerson said he would be more comfortable if the funding package had been received in writing before the Letter of Intent is signed. Mr Gibbons agreed he would make sure that happened.</p> <p><b>Action Point 8</b></p> <p>Mr Gibbons will ask Mike Finnie for the schedule of meetings and circulate to Board members.</p> <p><b>Action Point 9</b></p>	<p>GG</p> <p>GG</p>
6.	<p><b>Dates of Future Meetings</b></p> <p>The next meeting is scheduled for 8<sup>th</sup> April 2009. Ms Barton suggested going to Bressay. The Maryfield dining room was suggested as a venue. It was thought that it might not be big enough to accommodate members of the public, and there might be issues around licensing. SADA will check the availability of the Bressay Hall and confirm.</p> <p><b>Action Point 10</b></p> <p>It was suggested that the meeting on 21<sup>st</sup> May be held in Northmavine. Mr Murray gave his apologies for this meeting.</p> <p>Ms Ball and Mr Traggonning left the meeting at 8.30pm</p>	<p>SADA</p>
7	<p><b>AOB</b></p> <p>Mr Nickerson said that a meeting of Shetland South Vision is scheduled for 18<sup>th</sup> April regarding the future of communities from Quarff to Fair Isle. Mr Nickerson encouraged attendance at the meeting as many partner agencies should be involved as possible. Mr Gibbons will seek representation from creative industry.</p> <p><b>Action Point 11</b></p>	<p>GG</p>