

**Minute of a Meeting of Shetland Arts Development Agency Board of Trustees held at 6.15pm on Monday 26<sup>th</sup> January 2009 at the offices of Shetland Amenity Trust, Garthspool, Lerwick.**

**Present:**

Johan Adamson	Jim Johnston
Robina Barton	Mark Burgess
James Sinclair	Donald Murray (Chair)
Sarah Molloy	George Smith
John Goodlad	
Joanne Jamieson	

**In Attendance:**

Gwilym Gibbons, Director of Shetland Arts  
 Kathy Hubbard, Arts Development Manager Shetland Arts (minute taker)  
 Rick Nickerson, SIC Cultural Spokesperson  
 Bryan Peterson, Arts Development Officer (Music), Shetland Arts  
 Mike Finnie, SIC Capital Programmes

**Apologies:**

Christine Simpson

**Observers:**

Councillor Jonathan Wills  
 Neil Riddell, *The Shetland Times*

<b>Item</b>	<b>Topic</b>	<b>Action</b>
<b>1</b>	<b>Apologies and welcome</b>  Apologies were received from Christine Simpson. The Chair welcomed everyone to the meeting.	
<b>1a</b>	Mr Murray reported that since taking up the post of Head of Capital Programmes for the SIC, Mr Willie Shannon was no longer able to continue serving as a trustee. The fact that the SIC would be monitoring the Mareel Project meant that there was a direct risk of conflict of interests. Mr Murray said he spoke for everyone in saying how much the Board would miss Mr Shannon, and how much his input and contributions had been valued and appreciated.  In response to a question about recruiting another trustee, Mr Gibbons said that we had recruited three	

	rather than the two originally planned for last time, but that trustees could recruit if they so wished. (No decision was taken at this point).	
<b>2</b>	<b>Minutes of the meeting of 27<sup>th</sup> November 2008</b>	
<b>2a</b>	<p>The minutes were agreed as being an accurate account.</p> <p>Proposed: George Smith Seconded: James Sinclair</p>	
<b>2b</b>	<p><b>Matters Arising</b></p> <p>Mr Goodlad reminded the meeting of his previous proposal that there should be more prominent signage for Shetland Arts at The Toll Clock, thus raising the organisation's profile and making us more accessible for the public.</p> <p><b>Action Point 1</b></p> <p>Mr Johnston asked if he and Ms Jamieson could be differentiated when initials were used in the minutes, as they are both 'JJ'.</p> <p><b>Action Point 2</b></p> <p>Mr Johnston apologised that unusually high work commitments had prevented him from attending the Board Training Day.</p> <p>Ms Molloy also suggested using 'Molloy' rather than 'Glasbey' when referring to her in the minutes, to avoid confusion.</p> <p><b>Action Point 3</b></p> <p>Mr Sinclair asked who would be speaking at the forthcoming Althing Debate. Mr Murray said that Ms Jamieson and himself would be speaking. Ms Barton apologised that she was no longer able to contribute due to the change of date.</p> <p>Ms Jamieson asked about the appointment of trustees to the various Mareel teams. Mr Murray suggested taking the Mareel item next, which would include this.</p>	<p>GG</p> <p>GG/CS</p> <p>GG/CS</p>
<b>3</b>	<b>Mareel Project</b>	

**3.1**

Mr Gibbons outlined the current position, whereby the Project Team had been able to agree with preferred contractors DITT a construction price of £10,022,019, which was within our budget. A small number of site-related issues remained outstanding before construction could begin:

**a) Scottish Water Pumping Station**

The Project Team had been in extended negotiations with Scottish Water about the switch gear at the existing pumping station. There had been some debate about whether this could be accommodated within Mareel and access agreed for Scottish Water, or whether it should be moved off the site altogether (a more expensive option). The issue has now been agreed; the pump will remain underground as at present, and the switch gear will be accommodated within Mareel.

**b) Land Searches**

There is the possibility that a small strip of land in the middle of the site may not have been included in multiple land swap deals between the Electricity Board and SLAP in the 1980's. This is now being closely examined, but in any case is not expected to be contentious.

**c) HSE Planning Restrictions**

Mr Gibbons reported that the HSE is now satisfied with the work that has been carried out on the petrol storage tank owned by GB Oils. A letter confirming this is expected to arrive at SIC Planning within the week.

Mr Gibbons said that all these matters would need final resolution before construction could begin, and before we could sign the contract with DITT.

Mr Goodlad warned that land swap issues have been known to drag on for years and asked how confident the Project Team were that this could be speedily resolved. Mr Gibbons said that the Team was not expecting any significant difficulties with the Electricity Board.

Mr Johnston noted a typing mistake in the contract amount and asked for it to be corrected. He said that he was extremely impressed that the Project Team had been able to negotiate this contract

	<p>successfully, especially with a local contractor, and that we had been able to agree a price that SADA could afford.</p> <p>Mr Gibbons said that he was still investigating the issue of a 'construction bond'. He invited Mr Finnie to explain this to the meeting. Mr Finnie explained that the bond was insurance taken out the contractors (but paid for by us) should they be unable to complete the job. Mr Finnie said that the amount insured would probably not cover the whole construction cost. The SIC has only ever had to make use of such a bond once, and Mr Finnie pointed out that as the SIC has a large cash reserve the bond was not as important to the Council as it would be to an organisation like Shetland Arts.</p> <p>Mr Gibbons suggested that we research this thoroughly and examine alternative insurance solutions. Mr Finnie agreed and suggested that an ordinary insurance policy might be better value. It was, he said, a risk assessment exercise for SADA.</p> <p>Mr Smith asked if a paper could be brought forward to the next meeting setting out the various options and their respective implications. Ms Molloy agreed and said this would be vital.</p> <p><b>Action Point 4</b></p> <p>The Trustees were then asked to vote on accepting the contract with DITT.</p> <p>Proposed: Jim Johnston Seconded: Joanne Jamieson</p>	GG
3.1.a	<p>Returning to the issue of trustee representation on the Mareel Project Teams, Ms Jamieson suggested that Ms Molloy, Ms Adamson and Mr Goodlad represent the Board on the Construction Group, and that Mr Burgess, Mr Sinclair, Mr Barton and herself represent the Board on the Operational Group.</p> <p>Mr Johnston regretted that he could not play a more active part at this stage due to work constraints, but would do his best to assist wherever needed.</p> <p>This was unanimously agreed.</p>	

<p><b>3.1.b</b></p>	<p><b>Updated Project Execution Plan</b></p> <p>Mr Gibbons introduced the updated plan, which describes how the next stages of the Mareel project will be conducted, and sets out the various roles, responsibilities, tasks and functions of those involved.</p> <p>Mr Finnie said the Plan would evolve with the Project, with continual updates and amendments as required.</p> <p>Mr Johnston asked if the Plan could be accessed electronically so that Trustees could keep up with updates etc without having to obtain paper copies. Mr Gibbons said this could be arranged.</p> <p><b>Action Point 5</b></p> <p>Mr Sinclair said that it appeared to be a comprehensive document.</p> <p>Mr Nickerson asked if the other organisations funding Mareel had been told about the success of the current negotiations. Mr Gibbons confirmed that they had.</p> <p>Mr Johnston proposed that the updated Plan be accepted. Ms Jamieson seconded. None opposed.</p> <p>Ms Molloy asked if she could be sent hard copies of lengthy documentation in future as her computer was unable to process and print long documents. Mr Johnston suggested that trustees could indicate preference to SADA and that future communications could be sent accordingly.</p> <p><b>Action Point 6</b></p>	<p>GG</p> <p>GG/CS</p>
	<p>Mr Nickerson and Mr Finnie left the meeting at 18.50.</p>	
<p><b>4.</b></p>	<p><b>Quarterly Management Accounts</b></p> <p>Mr Gibbons informed trustees that the organisation was heading towards a balanced budget by the end of the financial year. The accounts were currently predicting a £4000 overspend but he was confident that this would be evened out by the end of March. He explained that some variances appeared on the</p>	

	<p>columns where grants that been applied for had not materialised.</p> <p>Mr Goodlad said he had noted some minor discrepancies in the income/expenditure columns, but that he was very impressed with the budget performance. He asked if it was normally as accurate as this.</p> <p>Mr Gibbons said that the planning and budgeting process had been continually refined during the life of SADA and of Shetland Arts Trust before it. Mrs Hubbard said that neither organisation had been overspent since at least 1999.</p> <p>Ms Adamson proposed acceptance of the quarterly accounts. Mr Sinclair seconded.</p>	
<p><b>4b</b></p>	<p><b>Authorities Schedule</b></p> <p>Mr Gibbons had brought this forward as it had been earlier agreed that the Schedule should be reviewed by Trustees. The levels of authority remained more or less the same but some of the job descriptions had altered.</p> <p>Ms Barton asked if there had been any problems with the current arrangement. Mr Gibbons said there had not been any.</p> <p>Ms Jamieson asked about the disciplinary actions that could be taken by Arts Development Officers. Mr Gibbons said this referred to contract staff, temporary staff and volunteers who were reporting to ADOs for specific projects.</p> <p>Ms Adamson asked why the Finance Officer could authorise bank transfers but not sign cheques. Mr Gibbons said that it had been a conscious decision to limit the numbers of individual who could perform these functions.</p> <p>Mr Johnston suggested that Trustees should accept the Schedule and bring it forward again in twelve to eighteen months time. Ms Jamieson suggested that twelve months might be more appropriate.</p> <p><b>Action Point 7</b></p> <p>Proposed: Mr Jim Johnston</p>	<p>GG</p>

	Seconded: Ms Robina Barton	
5	<p><b>Marketing and Communication</b></p> <p>Mr Gibbons outlined proposals for SADA’s web presence – how SADA would manage information and utilise the various available networking functions. He said that the idea was to use a range of social networking and other key sites to feed into SADA’s web site. For example, YouTube and Flicker would be used to upload images onto the site.</p> <p>This would represent a shift in emphasis from handing out or feeding information from us to the public, to inviting comment in.</p> <p>There will still be core information about SADA and its activities on the web site, but this proposal widens the potential of the site significantly in terms of who it can reach. Mr Gibbons gave the example of ‘Twitter’, an interactive short messaging service whereby the public can receive information on their mobile telephones. He reported that staff members were gradually working through SADA’s huge digital image library with the intention of posting a quantity of high quality pictures onto the site.</p> <p>Mr Gibbons described how the Shetland Box Office web site should be live by the end of March. This has been a major project for the past two years. The ‘back office’ sales function had been running since November and working well. It will feed ‘what’s on’ information onto the SADA web site and will also feed information to the VisitShetland and other linked sites.</p> <p>Board papers could also be uploaded onto the site and made more accessible to the public.</p> <p>Ms Barton asked what was to stop people from making unauthorised alterations to that information. Mr Gibbons replied that it was not possible to guarantee this would not happen, such was the nature of the digital age. Most uploaded files were PDFs which gave some measure of security, but even these could be altered by determined individuals with the appropriate software. What mattered was that the correct versions were obtained at source.</p>	

Mr Burgess asked if people would be able to make use of the images. Mr Gibbons said they would, as long as permissions had been granted and SADA credited. Mr Johnston asked if we should copyright the images in case someone used them for commercial advantage. Mr Gibbons said that attitudes were changing towards more sharing of, rather than safeguarding of this kind of material.

Ms Barton asked about images of children and young people. Mr Gibbons said that this was covered in SADA's Children and Young Persons' policy; permission forms had to be filled in prior to any use being made of images of children, and the forms included information about the extent and modes of publication.

Mr Peterson reminded the meeting that at a recent Trustees Arts Development Meeting it had been suggested that a working party be set up to progress these issues.

Ms Jamieson said she was really pleased to see how much progress had been made in this area. Mr Johnston echoed this and welcomed the increase in openness that it would encourage.

Ms Barton said that she still felt nervous about this kind of technology. Ms Jamieson said that there was some information available at the SADA office about this.

Mr Smith said he would like to sound a note of caution – SADA should remain aware of those who did not want to receive information this way. He said he would like to see a series of workshops on how to obtain information from a variety of sources.

**Action 8**

Mr Johnston agreed and said he would like to be involved in any working party on this topic.

Ms Jamieson felt that Web 2.0 technology was ultimately democratising. Mr Smith agreed but said it was only so for those 'already in the know.'

Mr Johnston agreed that it was important to make contact with the 'hard to reach' sections and individuals in the community.

GG

	<p>Ms Molloy asked if it would still be possible to buy tickets ‘face to face’ once the Shetland Box Office web site is up. Mr Gibbons replied that this was the case, and that a number of face to face outlets had been identified in various locations around the islands. The Box Office concept included face to face, telephone and internet sales, and he emphasised the importance of people connecting, albeit sometimes in cyberspace!</p> <p>Mr Burgess noted that the strength of the portal idea is that people can access the information they need without having to know the details of how to use the various social networking sites involved.</p> <p>Ms Jamieson echoed Mr Smith’s idea of SADA working in conjunction with others, such as the SIC, to introduce members of the public to a range of media sources.</p> <p>Mr Gibbons said that work was already being done in partnership with others, such as the Library, on this topic.</p>	
<p><b>5b</b></p>	<p><b>Annual Report</b></p> <p>Mr Gibbons had brought an initial ‘mock-up’ of the annual report so that trustees could see what it was going to look like. It would be made available at the end of the meeting for comment.</p>	
	<p>Mr Peterson left the meeting at 19.27.</p>	
<p><b>6</b></p>	<p><b>Dates of Future Meetings</b></p> <p>Mr Gibbons had circulated a Future Work Plan for the Board with proposed dates of meetings, the next being <b>24<sup>th</sup> February</b>. It was agreed that the meetings should continue to move around Shetland and Mr Smith suggested the Hoswick Visitor Centre as the venue for the next one. SADA will check availability and confirm.</p> <p><b>Action Point 9</b></p> <p>Mrs Hubbard said she would circulate dates for the</p>	<p>CS</p>

	Trustees' Arts Development Meetings. <b>Action Point 10</b>	KH
	Mr Wills left the meeting at 19.27. Mr Riddell left the meeting at 19.30.	
	<b>Date and Time of Next Meeting</b> 24 <sup>th</sup> February 2009, time and place to be confirmed.	CS