



Item	Description	Report	Item taken by	ACTION
	<b>Presentation from Jenny Leask, Film Programmer</b>			
1	<b>Welcome, apologies, and declarations of interest</b>		Chair	Note
2	<b>Minutes</b> 31 May 2018		Chair	Approval
3	<b>Finance</b> Management Accounts – June 2018	Attached	KE	Note
4	<b>Head of Creative Opportunities Report</b>	Attached	BP	Note
5	<b>Head of Production Report</b>	Attached	JR	Note
4	<b>Chief Executive Report</b> Board Decisions Operations Key Dates for Trustees Funding	Attached	GH	Approval Note Note Note
5	<b>Board Recruitment &amp; Training</b>		Chair	Note
6	<b>Any Other Business as agreed by the Chair at the start of the meeting</b>		Chair	
7	<b>Date/time of future meetings</b>			Note
7a	Future SADA Board Meetings: Thursday 25 October 2018 – 5.30pm		Chair	

The Board may decide that on grounds of confidentiality particular items should be considered in private. Any such items will be noted in separate “closed” minutes for approval at the next Board meeting



Supported by



**Minute of Meeting of Shetland Arts Development Agency Board of Trustees, Thursday 31 May 2018, held at 5.30pm at Mareel Meeting Room, Lerwick**

**Present:**

Lorraine Hall (LH), Chair, Shetland Arts  
 Ryan Stevenson (RSt), Vice Chair, Shetland Arts  
 Alan Skinner (AS), Trustee, Shetland Arts  
 Louise Garriock (LG), Trustee, Shetland Arts  
 Lynne McHattie (LM) Trustee, Shetland Arts (Skype)

**In Attendance:**

Graeme Howell (GH), General Manager, Shetland Arts  
 Kerry Eunson (KE), Head of Organisational Support, Shetland Arts  
 Bryan Peterson (BP), Head of Creative Opportunities, Shetland Arts  
 Jonathan Ritch (JR), Head of Production, Shetland Arts  
 Angela Smith (AS), Retail Manager, Shetland Arts  
 Lois Sutherland (LS), Trainee Administrator, Shetland Arts (Minute Taker)

**Apologies:**

David Ramsay (DR) Trustee, Shetland Arts  
 Robin Sandison (RS), Trustee, Shetland Arts  
 Olive Macleod (OM), Trustee, Shetland Arts

<b>Item</b>	<b>Topic</b>	<b>Action</b>
<b>1</b>	<p><b>Welcome, Apologies &amp; Declaration of Interest</b></p> <p>The Chair welcomed everyone to the meeting.</p> <p>There were no declarations of interest expressed.</p>	
<b>2.</b>	<p><b>Matters Arising</b></p> <p>The minutes of the last meeting were read and approved by LH and seconded by RSt</p>	
<b>3.</b>	<p><b>Finance</b></p> <p>KE went through the Management Accounts report.</p> <p>It is hoped a small surplus of £2,000 will be generated for the year. It was emphasised this was before any potential audit adjustments.</p> <p>The Mareel café had a good month in March and has generated double the surplus this year compared to the year before.</p> <p>GH stated that there is better control in the café and more footfall and it is hoped there will be limited impact from the new café's opening in Lerwick.</p>	
<b>4.</b>	<p><b>Head of Creative Opportunities Report</b></p> <p>BP took the board over his report</p>	

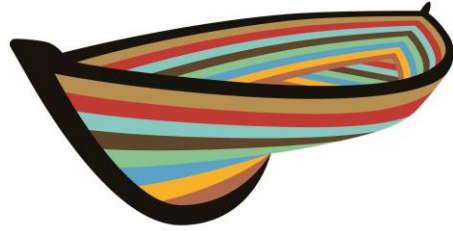
Item	Topic	Action
4. Cont	<p>GH explained that SADA has over delivered consistently but because of funding cuts the targets will not be changed for the current financial year.</p> <p>BP explained that there is a lot of work put into collecting KPIs. SADA has to track these in order to show that we deliver our promises to Creative Scotland. The report helps staff to see how well they are performing.</p>	
5.	<p><b>Head of Production Report</b></p> <p>JR took the board through the estates update.</p> <p>There is to be a BT upgrade at Bonhoga which will increase broadband speeds and will enable Bonhoga to get Box Office &amp; EPOS. The network does not currently allow this.</p> <p>A tendering exercise is being carried out for statutory planned maintenance with the hope of achieving savings.</p> <p>SADA has had a complete review of the IT equipment used which will reduce the annual cost. Attempts are being made to get a refund for last year.</p> <p>SHEAP meter reads can now be logged so easier to track and hopefully won't have a huge bill again.</p> <p>New pagers to be issued for fire alarms.</p> <p>Garrison – hoping to get a refund on electricity</p> <p>A trustee queried the current position of the snagging list. JR explained that if Mareel is to have railings redone then it has to be done on site. Also the foyer floor would mean a 2 week shut down of the building which would cost SADA about £50,000 including the cost of new floor. Plans are ongoing to carpet the corridor outside the studio.</p> <p>LH thanked all the presenters for their very well thought through commentary and engagement with the Trustees</p>	
6.	<p><b>Chief Executive Report</b></p> <p>GH took the board through the CE report providing further details noted below.</p> <p>There have been no appeals to the job analysis process, it has been positive and the process was run really well.</p> <p>SADA is compliant with the new GDPR legislation.</p> <p>GH explained that the police are having greater presence in Mareel to support the staff.</p>	

Item	Topic	Action
<b>6. Cont</b>	<p>There was an incident with a child getting their arm stuck in the revolving door – GH discussed the issue and also updated Trustees as to the CCTV footage - A report has been submitted to HSE.</p> <p>There has been an increase in numbers attending the folk festival at Mareel. In response to a trustees query GH explained that the Folk Festival Society receives sponsorship from SADA towards the hire of Mareel.</p> <p>The meeting of the 5 Island RFO's was held in Edinburgh with positive discussions and is planning to meet again at the end of August.</p> <p>There are ongoing discussions with the Shetland Charitable Trust regarding from 2020 onwards. GH explained that he has emphasised to SCT that capital funding would be beneficial.</p>	
<b>7.</b>	<p><b>Board Recruitment and Training</b></p> <p>Lorraine to arrange annual review meetings with each Trustee.</p>	LH
<b>8.</b>	<p>Next meeting to be held on 30/08/2018 at 5.30pm</p> <p>Meeting closed at 6.40pm.</p>	

Minute approved:

---

Lorraine Hall  
Chair, Shetland Arts Development Agency



Shetland *arts*  
MANAGEMENT ACCOUNTS  
REPORT

---

JUNE 2018

---

## INTRODUCTION

---

This report includes details the following:

- Management accounts for June 2018 together with the year to date.

---

## MANAGEMENT ACCOUNTS

---

The management accounts for June 2018 are included as Appendix 1. This report shows the results for June as well as the year to date compared to the same period in the prior year. Appendix 2 shows the results for June 2018 against budget.

The key points from June 2018 are:

- Ticket sales were above target for the month by £1,960 which was due to the continued strong performance of cinema. .
- No grant income has been received in the month towards the Other Grants and Foundations target of £50,000 for the year. This has a corresponding £30,000 of expenditure against it for the year. The Creative Opportunities team have been successful in raising £20,000 per year from the Robertson Trust for the next three years for our existing Wellbeing activities. This means that the net contribution of £20,000 expected through Other Trusts and Foundations will be met this year as the expenditure on the projects funded are already included within the budget.
- Food and beverage purchases were £3,232 below budget for the month despite the total sales being in line with budget. This is partly due to an underspend in the Bonhoga Café due to the sales their not being strong but also due to the Mareel Café using the excess food stock purchased in May.
- Retail purchases were £2,145 behind budget for the month. This is due to the correction of the stock balances to take into account stock that was not included in the valuation at the end of March 2018.
- Programme Costs were £6,973 above budget for the month with Travel and Subsistence also £6,461 over budget for the month. This was mainly due to the music programme in the month. The budget was profiled in line with prior years however two concerts at Mareel and a Rural tour were undertaken in June which is a higher cost that prior years. There will be less expenditure through the rest of the year due to these events all happening in June.
- Repairs and maintenance was £4,644 over budget for the month. This was due to the cost of recovering the sofas for the Café/Bar but there were also some unexpected repairs work that were required through Ness Engineering.

# Appendix 1

Date: 16/08/2018

## Shetland Arts Development Agency

Page: 1

Time: 11:28:43

### Prior Year Report

From: Month 3, June 2018  
To: Month 3, June 2018

Chart of Accounts:

SADA Default Layout of Accounts

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio</u>	<u>Prior Yr</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio</u>	<u>Prior Yr</u>	<u>Variance</u>
<b>Sales</b>								
Ticket Sales	23,964.07	12.18	22,551.24	1,412.83	89,567.39	15.24	106,487.48	(16,920.09)
Education and Training	7,666.67	3.90	7,642.50	24.17	23,000.00	3.91	23,927.50	(927.50)
Retail	13,060.36	6.64	8,597.42	4,462.94	31,328.85	5.33	20,404.91	10,923.94
Food and Beverage	53,018.27	26.96	47,768.38	5,249.89	141,662.76	24.10	139,560.77	2,101.99
Foyer	7,097.01	3.61	6,062.60	1,034.41	27,575.87	4.69	24,164.36	3,411.51
Box Office Commission	452.51	0.23	820.60	(368.09)	1,446.43	0.25	3,030.58	(1,584.15)
Gallery Commission	262.50	0.13	921.76	(659.26)	565.08	0.10	1,387.96	(822.88)
Hire of Rooms and Equipment	6,938.32	3.53	9,280.38	(2,342.06)	18,156.84	3.09	17,665.57	491.27
Screen Advertising Income	1,008.35	0.51	1,697.80	(689.45)	4,805.12	0.82	5,366.40	(561.28)
Gift Vouchers	279.20	0.14	262.90	16.30	(327.35)	(0.06)	(308.80)	(18.55)
Sponsorship	0.00	0.00	0.00	0.00	875.00	0.15	0.00	875.00
Donations	71.95	0.04	0.00	71.95	71.95	0.01	211.18	(139.23)
Grant Funding - Capital	0.00	0.00	0.00	0.00	210.00	0.04	0.00	210.00
Grant Funding - SIC	0.00	0.00	3,000.00	(3,000.00)	0.00	0.00	3,000.00	(3,000.00)
Grant Funding - SCT	52,831.17	26.86	55,368.83	(2,537.66)	158,493.50	26.97	166,106.50	(7,613.00)
Grant Funding - Creative Scotland	20,833.01	10.59	21,000.00	(166.99)	62,500.01	10.63	68,055.00	(5,554.99)
Other Grants - Trusts and Foundations	0.00	0.00	0.00	0.00	(210.00)	(0.04)	2,746.17	(2,956.17)
Operating Lease Income - SIC	7,500.00	3.81	7,500.00	0.00	22,500.00	3.83	22,500.00	0.00
Other Income	751.04	0.38	339.29	411.75	2,379.92	0.40	2,725.98	(346.06)
Memberships Received	937.50	0.48	1,158.75	(221.25)	3,119.59	0.53	2,876.25	243.34
	<u>196,671.93</u>	<u>100.00</u>	<u>193,972.45</u>	<u>2,699.48</u>	<u>587,720.96</u>	<u>100.00</u>	<u>609,907.81</u>	<u>(22,186.85)</u>
<b>Purchases</b>								
Food and Beverage Purchases	16,314.71	8.30	17,441.08	(1,126.37)	51,102.61	8.70	50,750.09	352.52
Foyer Purchases	3,524.74	1.79	4,020.76	(496.02)	13,366.22	2.27	12,620.92	745.30
Retail Purchases	4,523.81	2.30	5,654.27	(1,130.46)	17,636.46	3.00	15,407.69	2,228.77
Direct Costs	1,052.62	0.54	891.14	161.48	1,590.81	0.27	2,742.37	(1,151.56)
	<u>25,415.88</u>	<u>12.92</u>	<u>28,007.25</u>	<u>(2,591.37)</u>	<u>83,696.10</u>	<u>14.24</u>	<u>81,521.07</u>	<u>2,175.03</u>
<b>Direct Expenses</b>								
Gross Salaries and Wages - Regular	66,224.53	33.67	64,599.14	1,625.39	202,560.01	34.47	199,148.45	3,411.56
Gross Wages - Casual	20,300.77	10.32	15,171.75	5,129.02	58,900.77	10.02	42,907.04	15,993.73
Employers NI	5,079.16	2.58	5,184.78	(105.62)	13,177.43	2.24	16,051.19	(2,873.76)
Employers Pensions	12,103.85	6.15	10,122.21	1,981.64	35,701.97	6.07	28,321.70	7,380.27
Recruitment Expenses	203.26	0.10	0.00	203.26	401.26	0.07	468.50	(67.24)
Employee Expenses	41.39	0.02	42.30	(0.91)	670.34	0.11	1,124.10	(453.76)
Training and Protective Clothing	(70.00)	(0.04)	2,942.82	(3,012.82)	15.00	0.00	3,792.64	(3,777.64)
Programme Costs - Project	22,726.67	11.56	22,059.93	666.74	68,814.13	11.71	111,807.15	(42,993.02)
Marketing Costs - Project	1,389.31	0.71	2,272.54	(883.23)	3,498.77	0.60	5,336.83	(1,838.06)
Licences	3,134.32	1.59	2,726.40	407.92	9,370.50	1.59	7,862.78	1,507.72
Film Transport	95.16	0.05	232.24	(137.08)	405.04	0.07	365.80	39.24
Hire of Equipment	46.49	0.02	275.00	(228.51)	46.49	0.01	919.00	(872.51)
	<u>131,274.91</u>	<u>66.75</u>	<u>125,629.11</u>	<u>5,645.80</u>	<u>393,561.71</u>	<u>66.96</u>	<u>418,105.18</u>	<u>(24,543.47)</u>
Gross Profit/(Loss):	<u>39,981.14</u>	<u>20.33</u>	<u>40,336.09</u>	<u>(354.95)</u>	<u>110,463.15</u>	<u>18.80</u>	<u>110,281.56</u>	<u>181.59</u>
<b>Overheads</b>								

Time: 11:28:43

Prior Year Report

From: Month 3, June 2018

To: Month 3, June 2018

Chart of Accounts:

SADA Default Layout of Accounts

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio</u>	<u>Prior Yr</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio</u>	<u>Prior Yr</u>	<u>Variance</u>
Travel, Subsistence and Entertainment	6,461.38	3.29	1,823.45	4,637.93	15,331.87	2.61	7,089.82	8,242.05
Rent, Rates and Insurance	4,210.85	2.14	4,012.85	198.00	11,127.65	1.89	12,375.21	(1,247.56)
Heat and Light	6,942.78	3.53	6,474.22	468.56	18,952.07	3.22	19,884.22	(932.15)
Operating Leases - Rent and Equipment	8,551.41	4.35	8,880.04	(328.63)	26,139.75	4.45	26,781.47	(641.72)
Repairs and Maintenance and Cleaning	15,570.52	7.92	8,623.64	6,946.88	45,898.28	7.81	27,012.68	18,885.60
Print, Postage and Stationery	374.35	0.19	469.95	(95.60)	1,064.83	0.18	1,821.09	(756.26)
Telephone	758.51	0.39	743.45	15.06	2,282.07	0.39	2,588.05	(305.98)
Computer Costs	2,032.92	1.03	2,436.67	(403.75)	6,117.71	1.04	7,310.00	(1,192.29)
Marketing Costs - Strategic	800.00	0.41	1,603.69	(803.69)	2,147.50	0.37	2,734.02	(586.52)
Website Costs	269.98	0.14	13.98	256.00	1,233.90	0.21	1,127.66	106.24
Subscriptions	143.37	0.07	93.51	49.86	399.98	0.07	915.32	(515.34)
Consumables	304.61	0.15	754.41	(449.80)	5,203.11	0.89	4,521.93	681.18
Sundry	0.00	0.00	0.00	0.00	0.00	0.00	25.00	(25.00)
Legal and Professional Fees	1,510.83	0.77	770.83	740.00	4,617.50	0.79	2,078.50	2,539.00
Till Differences	(38.01)	(0.02)	11.86	(49.87)	(92.09)	(0.02)	(9.20)	(82.89)
Bank Charges and Interest	1,371.83	0.70	1,032.16	339.67	4,446.94	0.76	3,679.44	767.50
Loan Interest	440.41	0.22	479.90	(39.49)	1,326.83	0.23	1,479.44	(152.61)
	<u>49,705.74</u>	<u>25.27</u>	<u>38,224.61</u>	<u>11,481.13</u>	<u>146,197.90</u>	<u>24.88</u>	<u>121,414.65</u>	<u>24,783.25</u>
Net Profit/(Loss):	<u>(9,724.60)</u>	<u>(4.94)</u>	<u>2,111.48</u>	<u>(11,836.08)</u>	<u>(35,734.75)</u>	<u>(6.08)</u>	<u>(11,133.09)</u>	<u>(24,601.66)</u>



Date: 16/08/2018  
Time: 11:32:57

Shetland Arts Development Agency  
Balance Sheet

Page: 1

From: Month 3, June 2018  
To: Month 3, June 2018

Chart of Accounts:

SADA Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Property	0.00	10,525,980.30	
Office Equipment	0.00	240,336.18	
Furniture and Fixtures	0.00	122,988.36	
Investments	0.00	1.00	
Pianos	0.00	42,800.00	
Artwork	0.00	2,862.00	
	0.00		10,934,967.84
Current Assets			
Stock	5,387.27	43,314.92	
Debtors	(11,679.97)	79,569.74	
Deposits and Cash	(4,193.20)	(3,461.90)	
Bank Account	14,264.00	183,151.28	
VAT Liability	4,417.08	0.00	
	8,195.18		302,574.04
Current Liabilities			
Creditors : Short Term	21,349.25	470,042.78	
Payroll Taxation	(3,293.85)	16,670.36	
Wages	(576.03)	13,757.61	
VAT Liability	0.00	17,164.96	
	17,479.37		517,635.71
Current Assets less Current Liabilities:	(9,284.19)		(215,061.67)
Total Assets less Current Liabilities:	(9,284.19)		10,719,906.17
Long Term Liabilities			
Creditors : Long Term	440.41	112,496.60	
Pension Liability	0.00	1,228,000.00	
	440.41		1,340,496.60
Total Assets less Total Liabilities:	(9,724.60)		9,379,409.57
Capital & Reserves			
Capital & Reserves	0.00	10,869,194.01	
Funds	0.00	(226,049.69)	
Defined benefit pension fund	0.00	(1,228,000.00)	
P & L Account	(9,724.60)	(35,734.75)	
	(9,724.60)		9,379,409.57

Shetland Arts Development AgencyProfit & Loss by Department (Advanced Budget and Variance)

Period From: Month 3, June

Year: 2019

Department: All

Period To: Month 3, June

Chart of Accounts: SADA Default Layout of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales			
Ticket Sales	23,964.07	22,003.42	1,960.65
Education and Training	7,666.67	8,475.83	(809.16)
Retail	13,060.36	12,943.73	116.63
Food and Beverage	53,018.27	53,106.81	(88.54)
Foyer	7,097.01	6,350.98	746.03
Box Office Commission	452.51	750.00	(297.49)
Gallery Commission	262.50	29.17	233.33
Hire of Rooms and	6,938.32	8,634.25	(1,695.93)
Screen Advertising Income	1,008.35	1,250.00	(241.65)
Gift Vouchers	279.20	0.00	279.20
Sponsorship	0.00	583.33	(583.33)
Donations	71.95	0.00	71.95
Grant Funding - SCT	52,831.17	52,831.17	0.00
Grant Funding - Creative	20,833.01	20,833.33	(0.32)
Other Grants - Trusts and	0.00	5,000.00	(5,000.00)
Operating Lease Income -	7,500.00	7,500.00	0.00
Other Income	751.04	2,500.00	(1,748.96)
Memberships Received	937.50	833.33	104.17
Internal Recharges	0.00	473.13	(473.13)
	<u>196,671.93</u>	<u>204,098.48</u>	<u>(7,426.55)</u>
Purchases			
Food and Beverage	16,314.71	19,546.96	3,232.25
Foyer Purchases	3,524.74	3,175.49	(349.25)
Retail Purchases	4,523.81	6,668.91	2,145.10
Direct Costs	1,052.62	57.32	(995.30)
	<u>25,415.88</u>	<u>29,448.68</u>	<u>4,032.80</u>
Direct Expenses			
Gross Salaries and Wages -	66,224.53	69,367.63	3,143.10
Gross Wages - Casual	20,300.77	14,154.73	(6,146.04)
Employers NI	5,079.16	5,295.28	216.12
Employers Pensions	12,103.85	13,182.38	1,078.53
Recruitment Expenses	203.26	487.50	284.24
Employee Expenses	41.39	0.00	(41.39)
Training and Protective	(70.00)	750.00	820.00
Trustee Expenses	0.00	83.33	83.33
Programme Costs - Project	22,726.67	15,754.07	(6,972.60)
Marketing Costs - Project	1,389.31	3,131.04	1,741.73
Licences	3,134.32	2,972.20	(162.12)
Film Transport	95.16	175.00	79.84
Hire of Equipment	46.49	179.17	132.68
	<u>131,274.91</u>	<u>125,532.33</u>	<u>(5,742.58)</u>
Gross Profit (Loss):	<u>39,981.14</u>	<u>49,117.47</u>	<u>(9,136.33)</u>
Overheads			

Shetland Arts Development AgencyProfit & Loss by Department (Advanced Budget and Variance)

Period From: Month 3, June

Year: 2019

Department: All

Period To: Month 3, June

Chart of Accounts: SADA Default Layout of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Travel, Subsistence and Motor Expenses	6,461.38	1,952.46	(4,508.92)
Motor Expenses	0.00	33.33	33.33
Rent, Rates and Insurance	4,210.85	4,535.72	324.87
Heat and Light	6,942.78	5,720.40	(1,222.38)
Operating Leases - Rent and Repairs and Maintenance	8,551.41	8,772.28	220.87
Repairs and Maintenance	15,570.52	10,925.59	(4,644.93)
Print, Postage and Stationery	374.35	586.25	211.90
Telephone	758.51	403.33	(355.18)
Computer Costs	2,032.92	2,701.33	668.41
Marketing Costs - Strategic	800.00	411.67	(388.33)
Website Costs	269.98	514.58	244.60
Subscriptions	143.37	234.26	90.89
Consumables	304.61	512.49	207.88
Sundry	0.00	41.67	41.67
Legal and Professional Fees	1,510.83	3,279.16	1,768.33
Till Differences	(38.01)	0.00	38.01
Bank Charges and Interest	1,371.83	1,370.00	(1.83)
Loan Interest	440.41	550.00	109.59
	<u>49,705.74</u>	<u>42,544.52</u>	<u>(7,161.22)</u>
Net Profit (Loss):	<u>(9,724.60)</u>	<u>6,572.95</u>	<u>(16,297.55)</u>

## Head of Creative Opportunities Report

Date 20/8/2018

### Key Performance Indicators

	<b>April</b>	<b>May</b>	<b>June</b>
Concerts, Screenings, Exhibition Days	410	407	419
Audience attendances	16390	18827	14894
Development Sessions	150	186	148
Participations	897	1750	902

Visual Arts and Craft Makers Award – Creative Scotland completed their review and we have received £12,000 to match SIC's £7,044 and SADA's £4,436. Scheme to relaunch in September

SADA 18/19 Q1 report is attached in Appendix 1

Head of Production

Date 17/8/2018

## **Estates**

- **Bonhoga**
  - Car Park to be re-lined
  - Wedding venue potential being explored
  
- **Mareel**
  - Cafe Fire Exit issues resolved
  - New Pagers installed
  - Cafe Bar Cooler issues ongoing
  - Auditorium Balcony House Lights installed
  - Investigating new ticket printers at FOH
  
- **The Garrison**
  - Doors Open Day going ahead
  - Still waiting for SSE to investigate meter
  
- **The Booth**
  - Grounds maintenance carried out prior to exhibition
  
- **Other**

## **Operations**

- **Cafe Bar upgrades**
  - Completed work
    - Sand and reseal floor (both levels)
    - New tables, chairs & lamps
    - Sofa upholstery
    - Upper Cafe breakfast bar install
    - Upgraded electrics along bridge
  - Final phase
    - Upgrade lighting at high level
    - Angus to build new bin unit
    - Discussion about sofa areas
    - Couches

## **Chief Executive's Report**

Date 13/8/2018

### **Board Decisions**

None

### **For Information**

### **Operations**

- Refurbishment of Mareel Cafe Bar (phase 1) complete. Positive feedback.
- Issues with swimmers in the Harbour using Mareel as a changing room
- Mareel Hosted STV auditions for Shetland filming
- Mareel Listed as Number 1 coffee location in Shetland in Shetland Life Magazine
- Looking to develop offers with Young Scot card in association with Living Lerwick to encourage young people to carry them
- Environmental Health followed up a complaint about noise levels in the Cinema
- Mareel and Bonhoga Shutdown on Monday 3 September for extensive roll out of staff training
- Mareel to become a training location for Dogs Against Drugs

### **Key Dates for Trustees**

- Public Consultation on Draft Scottish Government Cultural Strategy 10/9
- Civic Reception Screenplay, Mareel, 1/9
- John cumming, Flow, The Booth - Now - 28/9
- Wordplay 8-11/11
- Neil Georgeson (piano) and Sophie Rocks (harp) 14/11

### **Funding**

- **Creative Scotland**
  - Visual Arts and Craft Maker Awards funding agreed for 2018/9, £12K
- **Shetland Charitable Trust**
  - Service targets and budgets for 2019/20 to be submitted by Wednesday 12 September
- **Highlands and Islands Enterprise**
  - Scotgrad funding agreed for revised community promoter role
- **Shetland Islands Council**
  - Negotiations are ongoing regarding the SLA for 18/19 with Shetland College

- Visual Arts and Craft Maker Awards funding agreed for 2018/19 £7K
- **Other**
  - Robertson Trust bid successful, £20K per year for three years, to support wellbeing work
  - Event Scotland bid successful, £5K, to support Hogmanay