

Minute of a Meeting of Shetland Arts Development Agency Board of Trustees, held at 10.00 on Saturday 10th March 2012 at Shetland Arts' Toll Clock Offices, Lerwick.

Present:

Jim Johnston (JJohn), Trustee/Chair, Shetland Arts
 Danus Skene (DS), Trustee, Shetland Arts
 Silke Reeploeg (SR), Trustee, Shetland Arts
 Joyce Davies (JDav), Trustee, Shetland Arts
 John Dally (JDal), Trustee, Shetland Arts
 Robina Barton (RB), Trustee, Shetland Arts
 Irvine Tait (IT) Trustee, Shetland Arts
 Leslie Lowes, (LL), Trustee, Shetland Arts

In Attendance:

Gwilym Gibbons (GG), Director, Shetland Arts
 Lynda Anderson, Office Administrator, Shetland Arts (minutes)

Apologies:

James Sinclair (JS), Trustee, Shetland Arts
 Mark Burgess (MB), Trustee, Shetland Arts
 John Goodlad (JG), Trustee, Shetland Arts

Item	Topic	Action
1	Welcome, Apologies & Declaration of Interest	
1.1	The Chair welcomed everyone to the meeting. Mr Gibbons noted that although a Mareel site visit had been planned, this was not possible because floors being laid in foyer.	
1.2	Apologies were received from Mr Burgess, Mr Sinclair and Mr Goodlad.	
1.3	Mr Lowes declared an interest as his son is an occasional user of Shetland Arts' AV equipment.	
2	Minutes of last meeting	
2a	Approval of Board Minute 16.12.11 for accuracy Subject to minor changes, the minutes of Board Meeting 16 Dec 2011 were approved by Mr Skene and seconded by Mr Tait.	
2b	Matters Arising Mr Lowes asked for an update of AV Equipment hire procedures. Mr Gibbons said this is still in preparation given Operations Team have been focused on purchase of new equipment for Mareel. He noted the report would be presented at the next Board Meeting (19 th April).	
3	Finance & Management	

3a	Management Accounts A discussion was held on management accounts. Mr Gibbons noted that SADA are now at the end of a challenging 2 year restructure to reduce expenditure and increase income. The result being that SADA had successfully balanced its budgets. The Board agreed to approve the accounts.	
3b	Director's Travel Update Mr Gibbons noted trip to speak at the Small Islands Futures Conference in Australia would be at no cost to Shetland or the United Kingdom. The Chair noted that he has attended a useful series of meetings called 'Chair Matters' for Chairs of organisations in Scotland. However he felt the value of attending the meetings regularly against the cost to the organisation was a concern. He was considering only attending selective meetings that would be most valuable based on the items planned for discussion	
3c	Business Plan 2012 - 2015	
3c.1	A discussion was held on the draft of SADA's Business Plan. A discussion on management and governance was also held.	
3c.2	Mr Gibbons will meet with Mr Skene to work on amendments. The plan will be then come back to the Board at the next meeting for approval.	GG/DS
3d	Trustee Appointments	
3d.1	Following a brief discussion in the Chair's absence, trustees agreed to offer the Chair a second term of appointment as trustee, which he accepted.	
4	Mareel Project	
4a	Construction Update Mr Gibbons reported that things are going well on site. A new site manager is now in place. Handover date remains 25 May 2012. Planning permission has been granted for second floor office space. Main contractor has been instructed to supply power and data. On receipt of the building warrant (applied for) quotations will be sought for the main works.	
4b	Operational Update Mr Gibbons reported current focus is on finalising equipment orders. Cinema screen due to arrive at end of April. New staff members now in place: Bars & Catering Manager, Senior Technician (Sound), Box Office & Customer Service Manager. Still to be recruited - Bars & Catering Assistant, Finance Assistant and zero hours Front of House/ bar staff.	

5	Any other business as agreed by the Chair at the start of the meeting	
5.1	RSNO - Significant success. Fantastic media coverage across UK. Long term relationship established with RSNO. Tavish Scott, MSP for Shetland, has table a Motion to congratulate Shetland Arts and RSNO.	
6	Dates of future meetings	
6.1	The next Board Meeting will be held Thursday 19 th April 2012. Future dates to be confirmed at that meeting.	

Minute approved 19th April 2012

Danus Skene
Vice Chair, Shetland Arts Development Agency