

**Minute of Meeting of Shetland Arts Development Agency Board of Trustees,  
Tuesday 15<sup>th</sup> December, held at 5.30pm at Mareel Meeting Room, Lerwick**

**Present:**

Lorraine Hall (LH), Chair, Shetland Arts  
 Leslie Lowes (LL), Vice Chair, Shetland Arts  
 Robin Sandison (RS), Trustee, Shetland Arts  
 Alan Lindsay (AL), Trustee, Shetland Arts  
 Danus Skene (DS), Trustee, Shetland Arts  
 David Ramsay (DR), Trustee, Shetland Arts (via Skype)  
 Alan Skinner (AS), Trustee, Shetland Arts  
 Olive MacLeod (OM), Trustee, Shetland Arts  
 John Dally (JD), Trustee, Shetland Arts

**In Attendance:**

Graeme Howell (GH), General Manager, Shetland Arts  
 Glenda Mackay (GM), Administrative Officer, Shetland Arts (Minute taker)

**Apologies:**

Alex Fenton (AF), Trustee, Shetland Arts  
 Veronica Rocks (VR), Trustee, Shetland Arts

| Item | Topic   | Action |
|------|---|--------|
| 1    | <p><b>Welcome, Apologies &amp; Declaration of Interest</b></p> <p>Apologies were received from AF and VR.</p> <p>JD asked if cinema timings linking to ferry timetables could be discussed at this meeting.</p>   |        |
| 2    | <p><b>Minutes of previous meetings</b></p> <p><b>Meeting 17<sup>th</sup> November 2015</b></p> <p>DS asked if decisions made at meetings could be detailed in bold. This was agreed by the board. Also there was a discussion on how much details are in the minutes. The board asked if minutes could be shortened, detailing the main points and any decisions made.</p> <p>The Board agreed that the public minutes and closed minutes are accurate subject to a spelling error being corrected on page one of the public minutes.</p> |        |
| 3    | <p><b>Finance</b></p> <p><b>Management Accounting</b></p> <p>OM gave an overview of the accounts:</p>   |        |

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|          | <ul style="list-style-type: none"> <li>• They show a surplus of around £4K.</li> <li>• Café/bar is not showing good results</li> <li>• Film screenings had a good month with films such as ‘Spectre’ showing</li> <li>• Arts Development includes redundancy costs</li> </ul> <p><b>GH to re-send the Visual Art &amp; Craft consultation paperwork to the Board.</b></p> <p><b>Cashflow position – CLOSED ITEM</b></p>  | <b>GH</b> |
| <b>4</b> | <p><b>General Manager’s Report</b></p> <p>GH highlighted some key points from his report:</p> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>• The second Health and Safety meeting was very successful and productive.</li> <li>• Planning to rerun the pop up markets in the summer.</li> </ul> <p><b>Funding</b></p> <ul style="list-style-type: none"> <li>• Positive Stakeholders meeting. More work is needed with the SIC around tackling the snagging.</li> <li>• Emma Campbell has been appointed as the interim link officer to replace David Taylor of Creative Scotland.</li> </ul> <p><b>Staffing – CLOSED ITEM</b></p>        |           |
| <b>5</b> | <p><b>Board Recruitment &amp; Training</b></p> <p>The Chair thanked JD and LL for their valuable contribution to SADA during their time as Trustees. This is JD and LL’s last meeting.</p> <p>LL’s term as Vice Chair will be ending. If there are any expressions of interest for this position, please get in touch with the Chair.</p> <p>The Chair explained that they have recruited two new trustees – Helen Nisbet and Ryan Stevenson. One applicant was unable to attend interview but will be interviewed in January.</p> <p><b>GH to contact Helen and Ryan to arrange inductions.</b></p> <p>There will be another recruitment drive in 2016.</p> | <b>GH</b> |
| <b>6</b> | <p><b>OSCR Letter</b></p> <p>OSCR have completed their investigation and are happy that the Board has the required number of trustees and are happy</p>  |           |

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|           | with the approach the board is making to open recruitment.   |  |
| <b>7</b>  | <b>Any Other Business as agreed by the Chair at the Start of the meeting</b><br><br>JD brought up the subject of cinema times linking in with ferry times. GH explained that SADA is aware of this issue.  |  |
| <b>8</b>  | <b>Future SADA Board Meetings:</b>   |  |
| <b>8a</b> | The next SADA Board meeting will be held on Thursday 18 <sup>th</sup> February at Mareel, 5.30pm. There will also be an information session on 21 <sup>st</sup> January. GH asked for anyone interested in joining the Finance sub group to get in touch with him. |  |

Meeting closed at 7.00pm.

Minute approved:

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Lorraine Hall  
Chair, Shetland Arts Development Agency