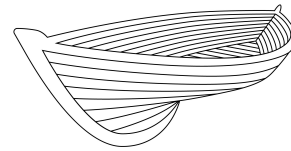


**Shetland Arts Development Agency
Board of Trustees Meeting
Thursday 16 June 2011 at 6pm
Venue: Bonhoga Gallery**



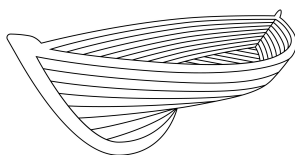
Shetland *arts*

Food will be provided.

Item	Description	Report	Item taken by	ACTION
1	Apologies and welcome	Verbal	Chair	Note
2	Minutes of last meeting			
2a	Approval of Board Minute for accuracy – meeting of the 24/04/11	Attached	Chair	Approval
2b	Matters arising that don't appear within the agenda	Verbal	Chair	Discussion
3	Finance and Management			
3a	Annual Budget 2011/12	To follow	Head of Finance and Administration	Note/ Decision
3b	Directors travel update	Attached	Director	Note/ discussion
	Large Scale Project Updates			
4	Mareel Project			
4.1	Construction update	Verbal – detailed papers available on Basecamp	Director	Note
4.2	Operational update	Verbal update	Director	Note
4.4	Between Weathers LLP and Shetland IP CIC Update	Verbal	Director	Note
4.5	Westside Cluster	See closed items	Director	Note
5	Any Other Business as agreed by the Chair at the start of the meeting		Chair	
6	Dates of future meetings			
6a	SADA Board Meeting: Thursday 18th August Museum and Archives (Pre Board Mareel Site Visit 5pm) 6:00 PM for Board Meeting	Attached	Chair	Confirm dates and venues for future meetings

CLOSED ITEMS

A	Mareel Cost report	Verbal + copy on Basecamp	Director	Note
B	Westside Cluster/ The Hatchery	Verbal	Director	Note
C	Shetland Arts Financial and Organisational Review Progress Report	Attached	Director	Decision



Shetland *arts*

To: Board of Trustees – Shetland Arts

16 June 2011

From: Director, Shetland Arts

1. Trips undertaken off island by the Director since last Board Meeting (24 April 2011)

When	Where	Why
25/04/2011	Aberdeen	B4Films/ Between Weathers Meetings
03/05/2011	London	B4Films/ Between Weathers Meetings
17/05/2011 – 18/05/2011	Cannes	Between Weathers Meetings during the Cannes Film Festival
06/06/2011 – 07/06/2011	Edinburgh	B4Films/ Between Weathers Meetings

2. Director planned off island trips

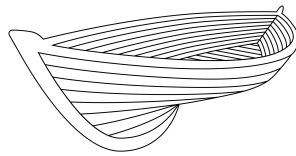
When	Where	Why
23/06/2011 – 24/06/2011	Edinburgh	National Screen Academy link to Mareel meeting Edinburgh Film Festival Between Weathers Reception
02/08/2011 – 03/08/2011	Inverness	ERDF Advisory Panel

Please note the Director has provisional bookings for Annual Leave on the following dates:

22 August – 26 August 2011

3. Recommendations

The Board are asked to note the above report.



Shetland *arts*

To: Board of Trustees – Shetland Arts

16 June 2011

From: Director, Shetland Arts

1. BOARD MEETING DATES 2011/12

When	Time	Where
Thursday 18 th August (Pre Board Site Visit 5pm)	6:00 PM	Museum and Archives
Saturday 24 th September	10:00 AM	TBC
Wednesday 9 th November	6:00 PM	Bonhoga
Saturday 17 th December	10:00 AM	TBC
Thursday 26 th January	6:00 PM	Bonhoga
Saturday 10 th March	10:00 AM	Mareel

2. FINANCE SUB-GROUP MEETING DATES 2011

When	Time	Where
Thursday 24 th June	4:00 PM	Toll Clock Offices
Friday 29 th July	4:00 PM	Toll Clock Offices
Friday 26 th August	4:00 PM	Toll Clock Offices
Friday 23 rd September	4:00 PM	Toll Clock Offices
Friday 28 th October	4:00 PM	Toll Clock Offices
Friday 25 th November	4:00 PM	Toll Clock Offices
Friday 16 th December	4:00 PM	Toll Clock Offices

3. TRUSTEE ARTS DEVELOPMENT MEETINGS

When	Time	Where
Wednesday 27 July	6:30 PM	Toll Clock Offices

4. Mareel Operations

When	Time	Where
Thursday 28 July	4.00 PM	Solarhus
Future dates to be decided		

5. Mareel Construction

When	Time	Where
Thursday 7 th July	4.00 PM	Solarhus
Thursday 4 th August	4:00 PM	Solarhus
Future dates to be decided		

The Board are asked to note the above dates and check Shetland Basecamp site for updates.