

Minute of a Meeting of Shetland Arts Development Agency Board of Trustees, held at 6.00pm on Thursday 19th April 2012 at Shetland Arts' Toll Clock Offices, Lerwick.

Present:

Danus Skene (DS), Vice Chair, Trustee, Shetland Arts
 James Sinclair (JS), Trustee, Shetland Arts
 Mark Burgess (MB), 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)
 Kathy Hubbard, Head of Development, Shetland Arts
 Richard Wemyss, Head of Operations, Shetland Arts
 Sheila Duncan, Head of Finance & Admin, Shetland Arts

Apologies:

Jim Johnston (JJohn), Trustee/Chair, Shetland Arts
 Silke Reeploeg (SR), Trustee, Shetland Arts
 John Goodlad (JG), Trustee, Shetland Arts
 Joyce Davies (JDav), Trustee, Shetland Arts

| Item | Topic | Action |
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| 1 | Welcome, Apologies & Declaration of Interest | |
| 1.1 | In Mr Johnston's absence, the meeting was chaired by Mr Skene. The Chair welcomed everyone to the meeting. Apologies were received from Mr Johnston, Ms Reeploeg, Mr Goodlad and Ms Davies. | |
| 1.2 | Mr Lowes declared his interest regarding AV equipment. | |
| 2 | Minutes of last meeting | |
| 2a | Approval of Board Minute 10.03.12 for accuracy Subject to minor changes, the minutes of the previous Board Meeting were approved by Mr Tait and seconded by Mr Dally. | |
| 2b | Matters Arising not on agenda None to discuss. | |
| 3 | Finance & Management | |
| 3a | Management Accounts Ms Duncan presented management accounts for period ending 29 th February, and reported she is currently working on year end figures. Based on the year-to-date figures, a deficit of £120,000 is currently showing although this figure included some one off costs. Requests for additional support to cover one off costs have been made. | |

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| 3b | <p>Director's Travel Update Mr Skene informed the Board that Mr Gibbons will not now attend the Small Islands Futures Conference in Australia. Mr Gibbons noted this is due to timing clash with final stages of Mareel Construction.</p> <p>Other upcoming trips to Edinburgh for Mareel related meetings, and to Cornwall/Bristol for Hansel of Film screening were noted by the Board.</p> | |
| 3c | Business Plan 2012 - 2015 | |
| 3c.1 | Mr Skene asked that trustees consider for approval, the overall document. Objectives have been amended in this new draft. | |
| 3c.2 | Mr Skene reminded the Board the document is a work in progress and asked trustees to pass any other suggestions to Mr Gibbons. | |
| 3c.3 | The Board agreed to approve the changes discussed. | |
| 3d | AV Equipment Loan Bank | |
| 3d.1 | <p>A report on AV Equipment borrowing prepared by Mr Wemyss was presented to the Board.</p> <p>Mr Skene reminded the Board that given Mr Lowes had declared an interest in AV Hire and that, they must not be influenced by his views.</p> <p>Mr Gibbons recommended to the Board that Mr Lowes should not partake in the discussion or decision given Mr Lowes financial conflict of interest in the use of the AV Equipment. Mr Lowes contested this view on the basis that he had no financial conflict of interest in the item.</p> <p>After several interventions by Mr Lowes in discussions on the topic, Mr Gibbons reminded the Board of his advice that Mr Lowes should not take part in the discussions or decision due to his financial conflict of interest.</p> <p>Following further discussion, the Board as a whole agreed to approve the specific recommendations presented in the report. Mr Wemyss will ensure current users are informed of the changes within the next month.</p> <p>Mr Burgess asked Mr Wemyss whether the policy would cover all the other available equipment. Mr Wemyss replied that this would be reviewed once the move to Mareel has taken place.</p> | RW |
| 4 | Mareel Project | |
| 4a | Construction Update | |

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| | <p>DITT are still reporting handover date of 25th May. Cinema seating has arrived.</p> <p>Current work includes sea-facing windows, and canopy above main door.</p> | |
| 4b | <p>Operational Update</p> <p>Mr Wemyss reported that Production Manager, Senior Technician (Sound), Bars & Catering Manager and Box Office Manager are now all in post. Still to be recruited – Bars & Catering Assistant and Front of House, Technical and Bars and Catering Zero Hours staff.</p> | |
| 5 | <p>AOB</p> <p>None to discuss.</p> | |
| 6 | <p>Dates of future meetings</p> | |
| 6.1 | <p>A list of upcoming Board dates was presented. The Board will next meet Saturday 19th May for Mareel Update and site visit if agreed by contractor. The next full Board Meeting will take place Saturday 9th June.</p> | |
| 6.2 | <p>The meeting closed at 8.10pm</p> | |

Minute approved 9 June 2012

Danus Skene
 Vice Chair, Shetland Arts Development Agency