

Minute of a Meeting of Shetland Arts Development Agency Board of Trustees held at 11.30am on Saturday 20th February 2010, Islesburgh Community Centre Radio Room

Present:

Jim Johnston (JJohn), Chair, Shetland Arts
 Johan Adamson (JA), Trustee, Shetland Arts
 Robina Barton (RB), Trustee, Shetland Arts
 Mark Burgess (MB), Trustee, Shetland Arts
 John Dally (JDal), Trustee, Shetland Arts
 Joyce Davies (JDav), Trustee, Shetland Arts
 Joanne Jamieson (JJam), Trustee, Shetland Arts
 Leslie Lowes, (LL), Trustee, Shetland Arts
 George Smith (GS), Trustee, Shetland Arts

In Attendance:

Gwilym Gibbons (GG), Director, Shetland Arts
 Louise Morris, Administration & Capital Project Support Officer, Shetland Arts

Apologies:

Alan Murdoch (AM), Trustee, Shetland Arts
 James Sinclair (JS), Trustee, Shetland Arts

Item	Topic	Action
1	Apologies and welcome	
	Mr Johnston welcomed everyone to the meeting which was postponed in early February due to icy conditions. Mr Johnston apologised for the lateness the decision was taken on the day.	
2	Minutes of last meeting	
2a	Approval of Minute for Accuracy (15/12/09)	
	Ms Adamson noted that she had adopted music as her art form, along with craft. The minute will be updated to reflect the amendment.	
	It was noted that the three new Trustees didn't get a copy of the Closed Items section of the previous minute. This is because of the confidential nature of the discussion relating to the unsuccessful applications for Trustee appointment.	
2b	Matters arising not on the agenda	
	Mr Gibbons reported that the Box Office is not yet online despite assurances from Firechaser (the web development company in charge of linking the box office to the website). Mr Gibbons, as Chair of the Box Office Project Board, had a recent conference call with the company demanding that they complete the work or the project will be given to another company. The company have assured Mr Gibbons what the	

	<p>website will be online by the end of March.</p> <p>There is an alternate company now based in Aberdeen who can undertake the work should Firechaser fail to deliver by the deadline.</p>	
	<p>Mr Smith sought to clarify if the Trustees were at risk due to the cancellation of the Steve Earl concert in December. Mr Gibbons confirmed that there was a risk to Trustees, however it was minimal.</p> <p>Mr Smith said that there needs to be an understanding of the Trustee role and where decisions properly lie. He noted that the Trustees probably didn't realise there was any risk to them.</p> <p>Mr Smith noted that in this situation Mr Gibbons made entirely the right decision. However, it needs to be made clear where the line is drawn on decisions taken without any reference.</p>	
	<p>The new Trustees were asked to think about which art form(s) they would like to adopt.</p>	
	<p>Mr Johnston raised his concerns regarding Mr Gibbons workload, especially running up to the opening of Mareel. He suggested that the Board move from a 6-weekly to 8-weekly meeting cycle during 2010.</p> <p>Ms Jamieson suggested that there should be a strategic review of tasks and duties as there is no back-up for unique posts within the organisation. She suggested that a short-life working group may be appropriate.</p> <p>Mr Gibbons noted that all meetings are minuted and Basecamp is being used more so there is management back-up.</p> <p>Mr Smith stated that SADA is a maturing organisation and he would be happy to go with quarterly meetings if the other meetings were working well. He said that the Arts Development meeting is not yet working as he would like it to.</p> <p>Mr Burgess said that the recent Arts Development meeting was unlike any he had been at. He noted that some sort guidelines should be set for the meeting.</p> <p>Ms Barton said that the Arts Development meeting reports are long and if they were received far enough in advance to read Trustees would be able to raise questions about the</p>	

	<p>report.</p> <p>Ms Adamson raised that it is Trustees responsibility to speak with Arts Officers and schedule meetings if necessary.</p> <p>Ms Jamieson stated that Trustees need to work with staff and be really clear on the information wanted.</p> <p>Mr Johnston said it was important that Trustees not micro-manage staff.</p> <p>It was agreed to discuss the remit of and representation on a organisational review sub-group at the next Board meeting. In the meantime, he suggested that Trustees use the Basecamp forum to start the discussion.</p> <p>Mr Dally suggested it would be useful for staff to post their profile photo on Basecamp.</p> <p>Mr Johnston suggested that the moving to a 6-weekly to 8-weekly cycle at the next meeting</p>	<p>Agenda</p> <p>Agenda</p>
3	Finance and Management	
3a	Management Accounts	
	<p>Mr Johnston noted that the Finance Sub-Committee met to discuss the latest management accounts and were very comfortable with the current position.</p> <p>Mr Gibbons noted for the new Trustees that Shetland Arts negotiated with Shetland Charitable Trust to be able to hold a reserve of £50,000. Previous to this agreement Shetland Arts had to work to zero balance. Shetland Arts is on target to have £50,000 in reserve at the end of this financial year.</p>	
3b	Diversification of income sources	
	<p>Ms Adamson asked how much funding Arts Development Officers raise for their art form. Mr Gibbons clarified that it is roughly four times the amount of money allocated to each art form for the year. He noted that individual Arts Officers are very good at submitting funding applications to Scottish Arts Council.</p> <p>Shetland Endowment for the Arts will go on the next Board agenda.</p> <p>Shetland Arts are exploring a Shetland Arts Friends Scheme as a source of funding. Mr Gibbons clarified that Friends of Bonhoga is an organisation independent of Shetland Arts although historically have managed their administration for them. They are having an AGM shortly to wind up the organisation. Memberships for Friends of Bonhoga were</p>	<p>Agenda</p>

	suspended last year.	
3c	Directors Travel Update	
	<p>Mr Johnston thanked Mr Gibbons for his travel update.</p> <p>Mr Burgess queried whether the wording of “promote... Shetland music” with regards to the trip to Celtic Connections. Mr Gibbons said that Shetland Arts was promoting Mareel and Shetland music but understands there was sensitivity to Shetland Art’s presence at the event.</p> <p>It was agreed that Mr Johnston should meet with the solicitors in Glasgow to discuss the governance options available to Shetland Arts.</p>	
4	Mareel Project	
4a	Mareel Construction Update	
	<p>Mr Gibbons reported that the Mareel contingency was reduced last month by £70,000. This was due to provisional sums that could not be quoted for prior to tendering.</p> <p>Following a value engineering exercise savings have been identified to bring the contingency back up to 2% or the remaining spend.</p> <p>DITT have been granted a 5 week time extension due to delays on site caused by the Scottish Water pumping station and ground conditions. Opening is still scheduled for Spring 2011.</p>	
4b	Mareel Operations Update	
	<p>At the last Mareel Project Board (Operations) discussions took place on positioning Mareel as a broadcast centre producing digital content to sell.</p> <p>Mr Dally asked if that what the satellite connection was for. Mr Gibbons clarified that the satellite link is more for alternative content for the cinema.</p>	
5	Dates of future meetings	
5.1	SADA Board Meeting – Thursday 18 th March 2010, 6pm at Bonhoga.	
5.2	<p>SADA Finance Sub-Committee – Tuesday 8th March 2010, 4.00pm at Toll Clock Office.</p> <p>Mr Johnston gave his apologies for the meeting.</p>	
5.3	The meeting closed at 12.55pm	