

**Minute of Meeting of Shetland Arts Development Agency Board of Trustees,
Thursday 22nd September 2016, held at 5.40pm at Mareel Meeting Room, Lerwick**

Present:

Lorraine Hall (LH), Chair, Shetland Arts
 David Ramsay (DR), Vice Chair, Shetland Arts
 Robin Sandison (RS), Trustee, Shetland Arts
 Alan Skinner (AS), Trustee, Shetland Arts
 Ryan Stevenson (RSt), Trustee, Shetland Arts
 Helen Nisbet (HN), Trustee, Shetland Arts (via telephone)

In Attendance:

Graeme Howell (GH), General Manager, Shetland Arts
 Kerry Eunson (KE), Finance Manager, Shetland Arts
 Glenda Mackay (GM), Administrator, Shetland Arts (Minute taker)

Apologies:

Olive MacLeod (OM), Trustee, Shetland Arts
 Veronica Rocks (VR), Trustee, Shetland Arts

Item	Topic	Action
1	<p>Welcome, Apologies & Declaration of Interest</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received from OM and VR.</p> <p>There were no declarations of interest expressed.</p>	
2	<p>Minutes of previous meetings</p> <p>Meeting 23rd June 2016</p> <p>The Board agreed that the minutes are accurate. This was proposed by AS and seconded by RS.</p>	
3	<p>Finance</p> <p>Management Accounting</p> <p>KE explained that there is a £28K deficit during the period April to June. Some reasons for this include the poor cinema films, programming costs for the Scottish Ensemble Residency and also the payment of redundancy. This does however improve in July and August.</p> <p>GH explained that the Food & Beverage Manager has been set targets on reducing costs on purchases.</p>	

4 General Manager's Report

Board Decisions Required

Power of Attorney

KE recommended that going forward the Trustees for the Power of Attorney should be the Chair, Vice Chair and any 3 members of the Finance Sub Group, instead of having specific trustee named individuals.

This recommendation under point 3.1 of the Power of Attorney paper was approved by the Board.

GH highlighted some key points from his report:

Estates

Mareel

- Some inappropriate behaviour was discovered in Screen 1 after the doors had been sealed by door tags. Door ties have been ordered to use instead of the door tags.
- A maintenance contract for the lifts is now in place. SADA are planning to have 2 members of staff trained on opening the lifts in an emergency.
- The kiosk has been redesigned with sweets being sold at the front, making more space for cinema merchandise. Shetland Fudge is going to be stocked at the kiosk.

The Booth

- WASPS have been instructed to paint the exterior of the building.

Other

- We have now exited from the Toll Clock Store.
- Also looking at exiting from the Frame Store.

Operations

Garrison Consultation - The consultation regarding the Garrison is still ongoing. A survey will be going out in the next week or so. Bryan Peterson of SADA and Raymond Mainland of SCT are to report back to GH by 14th October to ensure that GH can bring recommendations to the Board meeting in October.

Creative Review – Creative Scotland want to review 3 pieces of our work each year. This is carried out by our Lead Officer, by an appointed specialist and by someone we appoint. The first reviews have been on 'The Art World' and are included in the Board pack. They will also be reviewing Home Made 1-4 and Flit.

	<p>Numbers Quarter 1 Numbers/ SCT full year targets – GH explained that the numbers are well on target for delivery this year.</p> <p>Fiddle Frenzy 2015/2016 Comparison – There is a drop in the number of packages sold. The gigs had a higher audience. GH to get the figures of local attendances and visiting attendances for the next meeting.</p> <p>Screenplay 2015/2016 Comparison – Tickets sold and number of screenings has increased. The average attendance has remained the same as last year. The number and value of Screen Cards has increased. Attendance at Free/Outreach events and Education events has increased.</p> <p>Funding Creative Scotland – GH met with the Artform Officers at Creative Scotland offices recently. GH plans to meet with them individually going forward.</p> <p>Shetland Charitable Trust – The Quarter 1 report is included in the Board pack. Revised targets are being submitted.</p> <p>Highlands & Islands Enterprise – We have submitted applications for support for digital refresh strategy and training support.</p> <p>Shetland Islands Council – The Service Level Agreement for the College has been signed with new clauses included.</p>	<p>GH</p>
<p>5</p>	<p>Board Recruitment & Training</p> <p>There will be an advertisement for new Trustees going out on Friday 23rd September. The closing date will be 7th October and the interviews will take place week commencing 17th October. SADA currently have 8 trustees, and are looking to recruit 2 or 3 more. May look at changing the trust deed to reduce the minimum number of trustees required.</p> <p>The Chair explained that some time is required to look at Board development and a strategy going forward.</p>	
<p>6</p>	<p>Any Other Business as agreed by the Chair at the Start of the meeting</p> <p>The Chair noted our thanks as an organisation to the valuable contribution that the late Danus Skene brought to SADA over a number of years. His loss as a Trustee and a Board member will be very much felt. There is a memorial service for Danus Skene on Friday 28th October at 3pm at the St</p>	

	Columba's Church in Lerwick.	
7	Future SADA Board Meetings:	
7a	The next board meeting will be held on Thursday 27 October at 5.30pm in Mareel.	

Meeting closed at 7.30pm.

Minute approved:

Lorraine Hall
Chair, Shetland Arts Development Agency