

**Minute of Meeting of Shetland Arts Development Agency Board of Trustees,
Thursday 23rd June 2016, held at 5.00pm at Baltasound Hall, Unst**

Present:

Lorraine Hall (LH), Chair, Shetland Arts
 Olive MacLeod (OM), Trustee, Shetland Arts
 David Ramsay (DR), Vice Chair, Shetland Arts
 Robin Sandison (RS), Trustee, Shetland Arts
 Danus Skene (DS), Trustee, Shetland Arts
 Alan Skinner (AS), Trustee, Shetland Arts

In Attendance:

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

Apologies:

Veronica Rocks (VR), Trustee, Shetland Arts
 Helen Nisbet (HN), Trustee, Shetland Arts
 Ryan Stevenson (RSt), Trustee, Shetland Arts

Item	Topic	Action
1	<p>Welcome, Apologies & Declaration of Interest</p> <p>The Chair welcomed everyone to the meeting and noted the boards thanks to the Unst Community Council for arranging the Hall and Sandwiches.</p> <p>Apologies were received from VR, HN, and RSt.</p> <p>There were no declarations of interest expressed.</p>	
2	<p>Minutes of previous meetings</p> <p>Meeting 21st April 2016</p> <p>The Board agreed that the public minutes are accurate. This was proposed by OM and seconded by AS.</p> <p>The Board agreed that the closed minutes are accurate. This was proposed by OM and seconded by AS.</p> <p>There were no matters arising from the previous minutes.</p>	
3	<p>Finance</p> <p>Management Accounting</p> <p>The management accounts were presented in their new format for the first time.</p>	

	<p>There is a £3K deficit for April 2016. A deficit was expected for the month due to the music hall being quiet as well as the cafe/bar.</p> <p>The Trustees commented that the new format was easier to read and understand.</p>	
<p>4</p>	<p>General Manager's Report</p> <p>Board Decisions Required</p> <p>Adoption of the Local Outcomes Improvement Plan (LOIP) 2016-2020</p> <p>GH explained that Shetland Arts was previously a signatory to the Single Outcome Agreement which is being replaced by the LOIP. Shetland Arts is only a general member of the group, it is not part of any specialist groups.</p> <p>The board approved the adoption of the LOIP.</p> <p>GH highlighted some key points from his report:</p> <p>Estates</p> <p><u>Bonhoga</u></p> <ul style="list-style-type: none"> • The drainage issue is still ongoing. • The Bonhoga @ Mareel shop will open on Saturday and is looking good. <p><u>Mareel</u></p> <ul style="list-style-type: none"> • Insurance claim for loss of income is ongoing. • Pop up markets have started but it may have been too early. <p><u>Garrison</u></p> <ul style="list-style-type: none"> • Condition survey completed and no significant issues were found. <p><u>The Booth</u></p> <ul style="list-style-type: none"> • The maintenance on the Booth is not being completed as it should. Access inside has been requested. <p>Operations</p> <ul style="list-style-type: none"> • GH has continued to meet with the SIC regarding the Shetland College SLA. No agreement has been signed yet but there have been positive discussions. • The Creative Review of the Artworld has been completed and feedback will be given on 17 July. • The Screenplay launch is actually Tuesday 5 July not the 6 July as stated in the report. The events being held in Unst as part of Screenplay were highlighted. • The uAttend clocking system has been purchased and is currently being piloted and should better record time worked. • The box office procurement is underway, 3 systems 	

	<p>are to be looked at in detail.</p> <ul style="list-style-type: none"> • A new Equality, Diversity and Inclusion policy and action plan has been adopted and is to be published to all staff in the coming week. • Shetland Arts has been removed on the list of ALEO's with OSCR. <p>Numbers</p> <ul style="list-style-type: none"> • GH referred the board to the KPI's. The April and May numbers were as expected. <p>Funding</p> <ul style="list-style-type: none"> • Creative Learning Review was interesting to be involved in. 	
5	<p>Board Recruitment & Training</p> <p>LH informed the board that Alex Fenton has resigned from the board. The Trustees wished Alex and his family all the best.</p> <p>GH explained that this resignation meant there was now only 9 Trustees and further recruitment is required. The process is to begin in September.</p> <p>GH also explained to the Trustees that he was working with Wendy Hand of VAS to see if it was feasible to develop Trustee Competency Training for Shetland.</p>	
6	<p>Any Other Business as agreed by the Chair at the Start of the meeting</p> <p>There was no other business.</p>	
7	<p>Future SADA Board Meetings:</p>	
7a	<p>The next SADA Board meeting will be held on Thursday 25th August at 5.30pm in Mareel.</p>	

Meeting closed at 6.20pm.

Minute approved:

Lorraine Hall
 Chair, Shetland Arts Development Agency