



Item	Description	Report	Item taken by	ACTION
	<b>Presentation from Floortje Matthew, Programme Manager</b>			
<b>1</b>	<b>Welcome, apologies, and declarations of interest</b>		Chair	Note
<b>2</b>	<b>Minutes</b> 30 August 2018		Chair	Approval
<b>3</b>	<b>Finance</b> Management Accounts – August 2018	Attached	KE	Note
<b>4</b>	<b>Head of Creative Opportunities Report</b>	Attached	BP	Note
<b>5</b>	<b>Head of Production Report</b>	Attached	JR	Note
<b>6</b>	<b>Chief Executive Report</b> Board Decisions Operations Key Dates for Trustees Funding	Attached	GH	Approval Note Note Note
<b>7</b>	<b>Board Recruitment &amp; Training</b>		Chair	Note
<b>8</b>	<b>Any Other Business as agreed by the Chair at the start of the meeting</b>		Chair	
<b>9</b>	<b>Date/time of future meetings</b>			Note
9a	Future SADA Board Meetings: Thursday 20 December 2018 – 5.30pm		Chair	

The Board may decide that on grounds of confidentiality particular items should be considered in private. Any such items will be noted in separate “closed” minutes for approval at the next Board meeting

**Minute of Meeting of Shetland Arts Development Agency Board of Trustees, Thursday 30 August 2018, held at 5.50pm at Mareel Meeting Room, Lerwick**

**Present:**

Ryan Stevenson (RSt), Chair, Shetland Arts  
Alan Skinner (AS), Trustee, Shetland Arts  
Louise Garriock (LG), Trustee, Shetland Arts  
Lynne McHattie (LM) Trustee, Shetland Arts (Skype)  
Robin Sandison (RS), Trustee, Shetland Arts  
Olive Macleod (OM), Trustee, Shetland Arts

**In Attendance:**

Graeme Howell (GH), General Manager, Shetland Arts  
Kerry Eunson (KE), Head of Organisational Support, Shetland Arts  
Bryan Peterson (BP), Head of Creative Opportunities, Shetland Arts  
Jonathan Ritch (JR), Head of Production, Shetland Arts  
Lois Sutherland (LS), Trainee Administrator, Shetland Arts (Minute Taker)  
Jenny Leask  
Jane A9  
Siobhan Creative Scotland  
Sophie

**Apologies:**

Lorraine Hall (LH)

Item	Topic	Action
1	<b>Welcome, Apologies &amp; Declaration of Interest</b>  The Chair welcomed everyone to the meeting.  There were no declarations of interest expressed.	
2.	<b>Matters Arising</b>  The minutes of the last meeting were read and approved by LG and seconded by RS	
3.	<b>Finance</b>  KE went through the Management Accounts report providing further details noted below.  It was noted that June wasn't as good as budgeted but the reasons for this have been identified.  The funding, which has been now received from the Robertson Trust, will help throughout the rest of the year.  There had been an error in the year end retail stock at Mareel. The correction of this has led to a reduction in the costs for the current financial year making it not possible to do a GP% calculation.  KE stated that the music programme has been timed differently this	

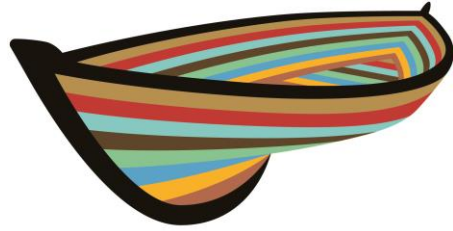
	<p>year increasing the number of events in the first quarter therefore increasing costs. This will even out over the rest of the year.</p>	
4.	<p><b>Head of Creative Opportunities Report</b></p> <p>BP took the board over his report providing further details noted below.</p> <p>At the end of 2017/18 academic year there was a pass rate of 97% and 49 students completed their studies.</p> <p>The education department are starting to deliver to more students externally.</p> <p>As part of the Bonhoga education programme off site exhibition the participating schools attended Amanda Welsh's exhibition "Conditions".</p> <p>Development and Support – Increased KPI's in this area due to the change of focus at Bonhoga to support more local craft makers.</p> <p>During the first quarter we have achieved 41% of the targets for key performance indicators.</p> <p>AS queried what how the KPI figures could be better shown to the general public? GH explained that statistics/feedback was to be added to the advertising on the big screen and cinema screens each week. We are also going to start stickering products at kiosk and say by buying this product supporting the work of Shetland Arts.</p> <p>AS asked if the student pass rate is externally verified?</p> <p>BP stated that these have been externally verified.</p>	
5.	<p><b>Head of Production Report</b></p> <p>JR took the board over the estates report providing further details noted below.</p> <p><b>Bonhoga</b> The car park at Bonhoga is going to be re-lined We are currently exploring the potential for use of Bonhoga for weddings in the future.</p> <p><b>Mareel</b> Recent issues with the fire exit and the bar cooler are being resolved in the Mareel Café Bar. New pagers for fire alarms and have installed house lights on the balcony in the auditorium House Lights on the balcony</p> <p><b>Garrison-</b> Participating with doors open day in conjunction with friends of the</p>	

	<p>garrison still waiting for SSE to investigate our meter which may result in a refund</p> <p>Booth- Grounds maintenance to bushes etc before the exhibition at the booth</p> <p>There has been a lot of positive feedback to the changes in the cafe. Still looking to make a few more upgrades and potentially using one of the sofa areas for additional tables and making one of the sofa areas larger.</p> <p>GH explained that we are waiting to see if we need to reintroduce tables up the stairs to allow small meetings etc during the winter.</p> <p>AS asked how are we looking at Bonhoga as a wedding venue? JR explained that we are speaking with the landowners next to us to see if we could use their land for an area to have a marquee and could put a package together which would be presented to people with enquiries.</p> <p>RSt asked if the kitchen at Bonhoga was big enough to cater for a wedding? JR responded that it was not but we could cater off site and Bo is well respected and already caters for weddings.</p>	
6.	<p><b>Chief Executive Report</b></p> <p>GH took the board through the CE report providing further details noted below.</p> <p>All SADA buildings will be closed on Monday 3<sup>rd</sup> September on Monday for staff training. There will be Customer Service Training in the morning with team building in the afternoon.</p> <p>Mareel has become a training area for dogs against drugs</p> <p>SADA has secured £12k from Creative Scotland for the Visual Arts and Craft Awards.</p> <p>The late license application has been submitted for Hogmanay</p>	
7.	<p><b>Board Recruitment and Training</b></p> <p>To be discussed in closed meeting</p>	
8.	<p><b>Any Other Business as Agreed by the Chair at the start of the meeting.</b></p> <p>None</p>	
8.	<p>Next meeting to be held on 2018 at 5.30pm</p> <p>Meeting closed at 6.36pm.</p>	

Minute approved:

---

Lorraine Hall  
Chair, Shetland Arts Development Agency



# Shetland *arts*

## MANAGEMENT ACCOUNTS REPORT

---

AUGUST 2018

---

## INTRODUCTION

---

This report includes details the following:

- Management accounts for August 2018 together with the year to date.

---

## MANAGEMENT ACCOUNTS

---

The management accounts for August 2018 are included as Appendix 1. This report shows the results for August as well as the year to date compared to the same period in the prior year. Appendix 2 shows the results for August 2018 against budget.

The key points from August 2018 are:

- Education and training income was £5,446 above the budget. This was due to the increase in the education SLA with Shetland College and we also received a contribution of £1,300 from the SIC towards the Screenplay education screenings.
- Foyer income was £2,058 behind target. This was due to the cinema sales being lower than expected which has a direct impact on the foyer sales.
- The food and beverage income continues to be behind budget due to the Bonhoga evening opening not taking place this year. This was taken into consideration during the reforecast.
- The hire of rooms and equipment was £3,688 above budget for the month. This is due to there being two concerts and an evening wedding reception being held in the month. We expect this to even out during the remainder of the year, as October was particularly busy last year but will be quite this year.
- Sponsorship income was £3,983 below budget due to the target for Screenplay not being met.
- Other income will be unusually high in August, September and October 2018 as we recharge the SIC for the costs we incurred as part of the Big Take over project.
- Savings are being made in wages and salaries at the moment due to no Marketing Manager being in post and also the ending of the Community Promoters project until the new ScotGrad is in post.

## Appendix 1

Date: 18/10/2018

Time: 12:22:38

## Shetland Arts Development Agency

Page: 1

## Prior Year Report

From: Month 5, August 2018

To: Month 5, August 2018

Chart of Accounts:

## SADA Default Layout of Accounts

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio</u>	<u>Prior Yr</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio</u>	<u>Prior Yr</u>	<u>Variance</u>
Sales								
Ticket Sales	48,835.93	20.51	61,503.73	(12,667.80)	181,624.68	17.22	217,037.45	(35,412.77)
Education and Training	13,922.42	5.85	7,666.66	6,255.76	52,255.13	4.95	44,260.83	7,994.30
Retail	10,037.62	4.22	10,235.85	(198.23)	54,679.44	5.18	39,670.24	15,009.20
Food and Beverage	52,667.36	22.12	50,270.06	2,397.30	247,196.31	23.44	240,557.14	6,639.17
Foyer	9,410.23	3.95	7,683.10	1,727.13	48,556.15	4.60	45,444.92	3,111.23
Box Office Commission	116.67	0.05	684.17	(567.50)	2,115.27	0.20	4,123.50	(2,008.23)
Gallery Commission	1,726.55	0.73	0.00	1,726.55	2,291.63	0.22	1,387.96	903.67
Hire of Rooms and Equipment	6,481.66	2.72	1,923.58	4,558.08	31,176.25	2.96	23,081.08	8,095.17
Screen Advertising Income	1,008.36	0.42	1,683.87	(675.51)	6,821.84	0.65	8,585.07	(1,763.23)
Gift Vouchers	(73.05)	(0.03)	(305.45)	232.40	(563.55)	(0.05)	(1,261.55)	698.00
Sponsorship	2,600.00	1.09	500.00	2,100.00	3,475.00	0.33	500.00	2,975.00
Donations	822.26	0.35	575.69	246.57	994.21	0.09	786.87	207.34
Grant Funding - Capital	0.00	0.00	0.00	0.00	210.00	0.02	0.00	210.00
Grant Funding - SIC	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	(3,000.00)
Grant Funding - SCT	52,831.16	22.19	55,368.84	(2,537.68)	264,155.83	25.04	276,844.17	(12,688.34)
Grant Funding - Creative Scotland	20,833.33	8.75	21,000.00	(166.67)	104,166.67	9.88	110,055.00	(5,888.33)
Other Grants - Trusts and Foundations	3,125.00	1.31	2,810.00	315.00	4,476.66	0.42	7,764.02	(3,287.36)
Operating Lease Income - SIC	7,500.00	3.15	7,500.00	0.00	37,500.00	3.56	37,500.00	0.00
Other Income	5,362.55	2.25	430.00	4,932.55	8,583.67	0.81	3,188.07	5,395.60
Memberships Received	902.91	0.38	772.50	130.41	5,096.25	0.48	4,563.75	532.50
	<u>238,110.96</u>	<u>100.00</u>	<u>230,302.60</u>	<u>7,808.36</u>	<u>1,054,811.44</u>	<u>100.00</u>	<u>1,067,088.52</u>	<u>(12,277.08)</u>
Purchases								
Food and Beverage Purchases	20,617.05	8.66	16,275.22	4,341.83	86,365.04	8.19	84,323.84	2,041.20
Foyer Purchases	4,513.03	1.90	3,222.84	1,290.19	24,800.26	2.35	22,243.06	2,557.20
Retail Purchases	6,380.77	2.68	3,585.94	2,794.83	31,028.68	2.94	22,385.68	8,643.00
Direct Costs	483.31	0.20	72.10	411.21	2,274.91	0.22	3,853.63	(1,578.72)
	<u>31,994.16</u>	<u>13.44</u>	<u>23,156.10</u>	<u>8,838.06</u>	<u>144,468.89</u>	<u>13.70</u>	<u>132,806.21</u>	<u>11,662.68</u>
Direct Expenses								
Gross Salaries and Wages - Regular	63,745.71	26.77	65,381.46	(1,635.75)	331,422.42	31.42	332,153.51	(731.09)
Gross Wages - Casual	19,765.21	8.30	17,833.50	1,931.71	98,148.91	9.30	79,991.77	18,157.14
Employers NI	4,790.14	2.01	5,599.89	(809.75)	23,117.40	2.19	27,230.55	(4,113.15)
Employers Pensions	11,166.12	4.69	11,451.97	(285.85)	58,374.96	5.53	51,472.41	6,902.55
Recruitment Expenses	770.67	0.32	303.00	467.67	2,013.35	0.19	1,127.50	885.85
Employee Expenses	353.12	0.15	161.28	191.84	1,840.61	0.17	1,405.83	434.78
Training and Protective Clothing	(10.00)	0.00	1,608.33	(1,618.33)	108.50	0.01	6,893.97	(6,785.47)
Programme Costs - Project	30,476.88	12.80	44,807.73	(14,330.85)	129,246.17	12.25	191,227.95	(61,981.78)
Marketing Costs - Project	2,186.40	0.92	3,294.72	(1,108.32)	8,573.98	0.81	10,318.75	(1,744.77)
Licences	1,712.90	0.72	2,759.28	(1,046.38)	14,763.35	1.40	13,988.65	774.70
Film Transport	209.48	0.09	82.24	127.24	1,112.13	0.11	568.44	543.69
Hire of Equipment	0.00	0.00	50.64	(50.64)	46.49	0.00	1,369.64	(1,323.15)
	<u>135,166.63</u>	<u>56.77</u>	<u>153,334.04</u>	<u>(18,167.41)</u>	<u>668,768.27</u>	<u>63.40</u>	<u>717,748.97</u>	<u>(48,980.70)</u>
Gross Profit/(Loss):	<u>70,950.17</u>	<u>29.80</u>	<u>53,812.46</u>	<u>17,137.71</u>	<u>241,574.28</u>	<u>22.90</u>	<u>216,533.34</u>	<u>25,040.94</u>

## Overheads



Time: 12:22:38

Prior Year Report

From: Month 5, August 2018  
 To: Month 5, August 2018

Chart of Accounts:

SADA Default Layout of Accounts

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio</u>	<u>Prior Yr</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio</u>	<u>Prior Yr</u>	<u>Variance</u>
Travel, Subsistence and Entertainment	15,298.40	6.42	14,419.05	879.35	32,555.78	3.09	25,333.46	7,222.32
Rent, Rates and Insurance	4,220.70	1.77	4,044.96	175.74	19,539.69	1.85	20,489.86	(950.17)
Heat and Light	5,326.76	2.24	6,039.35	(712.59)	27,492.63	2.61	31,912.24	(4,419.61)
Operating Leases - Rent and Equipment	8,818.13	3.70	8,799.44	18.69	43,509.37	4.12	44,461.03	(951.66)
Repairs and Maintenance and Cleaning	6,886.06	2.89	9,240.34	(2,354.28)	60,114.10	5.70	42,893.23	17,220.87
Print, Postage and Stationery	277.04	0.12	214.18	62.86	1,521.12	0.14	2,253.22	(732.10)
Telephone	450.38	0.19	706.81	(256.43)	3,658.45	0.35	4,011.67	(353.22)
Computer Costs	1,335.91	0.56	2,436.66	(1,100.75)	8,789.54	0.83	12,183.33	(3,393.79)
Marketing Costs - Strategic	1,770.95	0.74	735.00	1,035.95	4,373.45	0.41	4,488.92	(115.47)
Website Costs	250.00	0.10	960.64	(710.64)	1,733.90	0.16	2,593.30	(859.40)
Subscriptions	(86.67)	(0.04)	223.76	(310.43)	373.29	0.04	1,260.09	(886.80)
Consumables	489.65	0.21	86.50	403.15	5,808.18	0.55	4,736.42	1,071.76
Sundry	0.00	0.00	0.00	0.00	0.00	0.00	25.00	(25.00)
Legal and Professional Fees	1,438.34	0.60	920.84	517.50	9,168.67	0.87	3,770.17	5,398.50
Till Differences	(105.62)	(0.04)	(7.41)	(98.21)	(218.67)	(0.02)	(92.51)	(126.16)
Bank Charges and Interest	1,589.00	0.67	1,216.84	372.16	7,785.93	0.74	6,254.38	1,531.55
Loan Interest	426.50	0.18	507.95	(81.45)	2,182.49	0.21	2,462.07	(279.58)
	<u>48,385.53</u>	<u>20.32</u>	<u>50,544.91</u>	<u>(2,159.38)</u>	<u>228,387.92</u>	<u>21.65</u>	<u>209,035.88</u>	<u>19,352.04</u>
Net Profit/(Loss):	<u>22,564.64</u>	<u>9.48</u>	<u>3,267.55</u>	<u>19,297.09</u>	<u>13,186.36</u>	<u>1.25</u>	<u>7,497.46</u>	<u>5,688.90</u>

Date: 18/10/2018  
Time: 12:26:54

Shetland Arts Development Agency  
Balance Sheet

Page: 1

From: Month 5, August 2018  
To: Month 5, August 2018

Chart of Accounts:

SADA Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Property	0.00	10,525,980.30	
Office Equipment	0.00	240,336.18	
Furniture and Fixtures	0.00	122,988.36	
Investments	0.00	1.00	
Pianos	0.00	42,800.00	
Artwork	0.00	2,862.00	
		0.00	10,934,967.84
Current Assets			
Stock	(498.57)	42,411.16	
Debtors	7,485.47	115,513.24	
Deposits and Cash	(3,546.52)	2,677.88	
Bank Account	0.00	55,714.76	
		3,440.38	216,317.04
Current Liabilities			
Creditors : Short Term	(97,079.76)	326,032.69	
Payroll Taxation	(1,729.66)	16,234.52	
Wages	(859.74)	13,539.09	
Bank Account	75,172.01	0.00	
VAT Liability	6,857.91	31,530.20	
		(17,639.24)	387,336.50
Current Assets less Current Liabilities:		21,079.62	(171,019.46)
Total Assets less Current Liabilities:		21,079.62	10,763,948.38
Long Term Liabilities			
Creditors : Long Term	(1,485.02)	107,617.70	
Pension Liability	0.00	1,228,000.00	
		(1,485.02)	1,335,617.70
Total Assets less Total Liabilities:		22,564.64	9,428,330.68
Capital & Reserves			
Capital & Reserves	0.00	10,869,194.01	
Funds	0.00	(226,049.69)	
Defined benefit pension fund	0.00	(1,228,000.00)	
P & L Account	22,564.64	13,186.36	
		22,564.64	9,428,330.68

Shetland Arts Development AgencyProfit & Loss by Department (Advanced Budget and Variance)

Period From: Month 5, August

Year: 2019

Department: All

Period To: Month 5, August

Chart of Accounts: SADA Default Layout of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales			
Ticket Sales	48,835.93	49,788.26	(952.33)
Education and Training	13,922.42	8,475.83	5,446.59
Retail	10,037.62	13,977.53	(3,939.91)
Food and Beverage	52,667.36	59,082.25	(6,414.89)
Foyer	9,410.23	11,468.91	(2,058.68)
Box Office Commission	116.67	750.00	(633.33)
Gallery Commission	1,726.55	29.17	1,697.38
Hire of Rooms and	6,481.66	2,793.78	3,687.88
Screen Advertising Income	1,008.36	1,250.00	(241.64)
Gift Vouchers	(73.05)	0.00	(73.05)
Sponsorship	2,600.00	6,583.33	(3,983.33)
Donations	822.26	0.00	822.26
Grant Funding - SCT	52,831.16	52,831.17	(0.01)
Grant Funding - Creative	20,833.33	20,833.33	0.00
Other Grants - Trusts and	3,125.00	5,000.00	(1,875.00)
Operating Lease Income -	7,500.00	7,500.00	0.00
Other Income	5,362.55	3,330.00	2,032.55
Memberships Received	902.91	833.33	69.58
Internal Recharges	0.00	288.42	(288.42)
	<u>238,110.96</u>	<u>244,815.31</u>	<u>(6,704.35)</u>
Purchases			
Food and Beverage	20,617.05	21,737.84	1,120.79
Foyer Purchases	4,513.03	5,734.46	1,221.43
Retail Purchases	6,380.77	7,260.70	879.93
Direct Costs	483.31	57.93	(425.38)
	<u>31,994.16</u>	<u>34,790.93</u>	<u>2,796.77</u>
Direct Expenses			
Gross Salaries and Wages -	63,745.71	69,367.63	5,621.92
Gross Wages - Casual	19,765.21	19,045.95	(719.26)
Employers NI	4,790.14	5,523.86	733.72
Employers Pensions	11,166.12	13,467.53	2,301.41
Recruitment Expenses	770.67	237.50	(533.17)
Employee Expenses	353.12	0.00	(353.12)
Training and Protective	(10.00)	750.00	760.00
Trustee Expenses	0.00	83.33	83.33
Programme Costs - Project	30,476.88	35,561.03	5,084.15
Marketing Costs - Project	2,186.40	3,131.04	944.64
Licences	1,712.90	2,999.33	1,286.43
Film Transport	209.48	175.00	(34.48)
Hire of Equipment	0.00	179.17	179.17
	<u>135,166.63</u>	<u>150,521.37</u>	<u>15,354.74</u>
Gross Profit (Loss):	<u>70,950.17</u>	<u>59,503.01</u>	<u>11,447.16</u>
Overheads			

Shetland Arts Development AgencyProfit & Loss by Department (Advanced Budget and Variance)

Period From: Month 5, August

Year: 2019

Department: All

Period To: Month 5, August

Chart of Accounts: SADA Default Layout of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Travel, Subsistence and Motor Expenses	15,298.40	14,866.01	(432.39)
Rent, Rates and Insurance	0.00	33.33	33.33
Heat and Light	4,220.70	4,535.72	315.02
Operating Leases - Rent and Repairs and Maintenance	5,326.76	5,946.96	620.20
Print, Postage and Stationery	8,818.13	8,772.28	(45.85)
Telephone	6,886.06	9,925.59	3,039.53
Computer Costs	277.04	586.25	309.21
Marketing Costs - Strategic	450.38	403.33	(47.05)
Website Costs	1,335.91	2,701.33	1,365.42
Subscriptions	1,770.95	411.67	(1,359.28)
Consumables	250.00	514.58	264.58
Sundry	(86.67)	234.26	320.93
Legal and Professional Fees	489.65	549.99	60.34
Till Differences	0.00	41.67	41.67
Bank Charges and Interest	1,438.34	3,279.16	1,840.82
Loan Interest	(105.62)	0.00	105.62
	1,589.00	1,370.00	(219.00)
	426.50	550.00	123.50
	<u>48,385.53</u>	<u>54,722.13</u>	<u>6,336.60</u>
Net Profit (Loss):	<u>22,564.64</u>	<u>4,780.88</u>	<u>17,783.76</u>

## Head of Creative Opportunities Report

Date 19/10/2018

### Key Performance Indicators

	July	August	September
Concerts, Screenings, Exhibition Days	406	472	393
Audience attendances	20492	23382	15545
Development Sessions	63	86	276
Participations	354	994	1919

The Q2 activity narrative will be published in early November.

The 18/19 academic year commenced under the Service Level Agreement with Shetland College UHI with 61 students locally enrolled on music and film courses. This represents a 22% increase from the same time last year.

	Full-time	Part-time
Skills For Work Audio	11	
Skills For Work Film	12	
NC Music	8	1
NC Film	7	1
HNC Music	5	
BA Film	6	1
BA Music	4	1
MA Music	4	

This academic year will also see an uplift in the number of students based at other UHI campuses who we deliver modules to remotely.

Head of Production

Date 19/10/2018

## **Estates**

- **Bonhoga**
  - Heating in Cafe to be upgraded
- **Mareel**
  - New ticket printers to be ordered
  - Suite of replacement batteries for radio system
  - New fridges ordered for Cafe Bar
  - Digital displays at FOH and Cinema fully networked
  - Box Office resilience tested
- **The Garrison**
  - SSE meter issue resolved and rebate issued
  - Central battery system for EM lighting being upgraded
  - Doors Open Day successful - FOTG very happy
- **The Booth**
- **Other**

## **Operations**

- Venue Management System - 6 month review underway
- Recording Studio Open Day - November 3rd

## **Chief Executive's Report**

Date 16/10/2018

### **Board Decisions**

#### **Gender Neutral Facilities**

We have had a request to introduce gender neutral toilet facilities in Mareel.

*Unisex public toilets (also called gender-inclusive, gender-neutral or all-gender toilets) are public toilets that are not separated by gender. Unisex public toilets can be designed to benefit a range of people with or without special needs, for example people with disabilities, the elderly, and anyone who needs the help of someone of another gender. They are also valuable for parents wishing to accompany one or more of their children needing a toilet facility. - from wikipedia*

We have also sought advice from Stonewall

*In terms of gender neutral toilets, we would recommend that there are gender neutral options for staff/visitors who may be non-binary. Ideally this would not consist of changing the accessible toilet over to a gender neutral. Trans people are already protected by law in being able to use the facilities that best fits their own gender identity, but by also providing gender neutral facilities you are able to ensure that anyone has private facilities that they can use. This does not mean that all toilets have to be made gender neutral, but all options should be clear and not othering (ie – not really far away, etc).*

Our proposal is to alter the signage on the doors of the toilet block between the upper cafe bar and Green Room to simply indicate function. An image of a urinal and a toilet bowl on what is currently the gents and an image of just a toilet bowl on what is currently the ladies. We would also put a sign on each toilet explaining that these restrooms can be used by any person regardless of gender, identity or expression. We would use these signs to direct people to the three other gender specific facilities in Mareel if that's what they would prefer.

#### **Recommendation - Accept Proposal**

#### **For Information**

#### **Operations**

- The Big Takeover was a success both from a delivery and box office provision

- At very short notice the Oil and Gas conference was transferred to Mareel. Team absorbed the work well.
- Staff Training day was a success and will be repeated next year
- Visit from Fire Investigator in relation to Feb 2018 Call Out. Satisfied with operational changes and general building walk
- Public Consultation on Draft Scottish Government Cultural Strategy was well attended. A variety of views were captured and submitted.
- Islands Deal consultation attended

### **Key Dates for Trustees**

- National Theatre of Scotland and Mammalian Diving Reflex (Canada) present The World is a Wedding, The Presentation of Unst in Everyday Life. 25-26/10 Mareel, 28/10 Unst
- Wordplay 8-11/11
- Neil Georgeson (piano) and Sophie Rocks (harp) 14/11
- Make More Noise 14/12 Mareel
- Hogmanay with the Peatbog Faeries 31/12

### **Funding**

- **Creative Scotland**
- **Shetland Charitable Trust**
- **Highlands and Islands Enterprise**
  - Scotgrad funded community promoter role advertised
- **Shetland Islands Council**
  - SLA agreed
- **Other**