

Item	Description	Report	Item taken by	ACTION
1	Welcome, apologies, and declarations of interest		Chair	Note
2	Minutes 25 June 2020		Chair	Approval
3	Finance Management Accounts to 30 June 2020	Attached	KE	Note
4	Head of Creative Opportunities Report	Attached	BP	Note
5	Head of Production Report	Attached	JR	Note
6	Chief Executive Report Board Decisions Operational Issues Key Dates or Trustees Stakeholder Updates Projects Completed Projects Planned	Attached	GH	Approval Note Note Note Note Note
7	Board Recruitment & Training		Chair	Note
8	Any Other Business as agreed by the Chair at the start of the meeting		Chair	
9	Future SADA Board Meetings: Board Meeting Thursday 29 October 2020 – 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 25th June 2020, held at 5.30pm by video conference**

Present:

Ryan Stevenson (RSt), Chair, Shetland Arts
Robin Sandison (RS), Trustee, Shetland Arts
Sophie Whitehead (SW), Vice Chair, Shetland Arts
Lynn McHattie (LM), Trustee, Shetland Arts
Chris Gadsby (CG), Trustee, Shetland Arts
Renzo Spiteri (RSp), Trustee, Shetland Arts

In Attendance:

Graeme Howell (GH), Chief Executive, Shetland Arts
Kerry Eunson (KE), Head of Organisational Support, Shetland Arts (minute taker)
Bryan Peterson (BP), Head of Creative Opportunities, Shetland Arts
Jonathan Ritch (JR), Head of Production, Shetland Arts

Apologies:

Susan Mail, Trustee, Shetland Arts

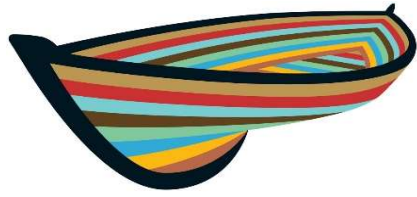
Item	Topic	Action
1.	Welcome, Apologies & Declaration of Interest The Chair welcomed everyone to the meeting. There were no declarations of interest.	
2.	Matters Arising The minutes of the last meeting were read and approved by RSp and seconded by SW	
3.	Finance The Management Accounts were taken as read. There were no queries.	
4.	Head of Creative Opportunities Report BP took the board over his report providing further details noted below. The KPI's for performance areas are below target due to the closure for COVID-19. The online activity is up significantly however this is still just the raw data and the methodology for reporting this is still being considered. RSt queried what was going to happen with the students next year. BP explained that UHI has asked to plan for remote teaching for the first semester with physical return after that. Student recruitment is still unsure for the year. They are not as healthy as we would like at the moment. LM - Queried what would happen with deferrals. BP explained we would still receive funding for this.	

	<p>GH added that Merger consultation is currently out if anyone would like to contribute. SADA had a session last week.</p> <p>Fraser Mouat, Education Manager, has been nominated as lecturer for the year for UHI by the student</p>	
5.	<p>Head of Production Report</p> <p>JR took the board over the estates report.</p> <p>RSt asked about perspex. JR explained they had ordered perspex and will build the screens ourselves.</p>	
6.	<p>Chief Executive Report</p> <p>GH took the board through the Chief Executives report.</p> <p>GH invited RSt to update the board on the round table he has been involved in earlier in the day with the Chair of Creative Scotland. RSt explained that everyone were mainly looking for more funding. We seem to be doing as well as everyone else at the moment. CS currently negotiating budget with Government. They are trying to get funding for sustainability and adaption to new market conditions.</p> <p>GH informed the board that another £7,500 had been received from the SIC under phase 3 of the Business Support Scheme.</p>	
7.	<p>Board Recruitment & Training</p> <p>Nothing to note.</p>	
8.	<p>Any Other Business as agreed by Chair at the start of the meeting</p> <p>None</p>	
9.	<p>Date/time of future meetings</p> <p>The next meeting will be held on Thursday 27th August 2020 at 5.30pm in Mareel or via video conference.</p>	
	Meeting closed at 5.50pm	

Minute approved:

Ryan Stevenson

Chair, Shetland Arts Development Agency



Shetland *arts*

MANAGEMENT ACCOUNTS
JUNE 2020

Mangement Accounts
Profit & Loss - Year to date v Budget
3 months to 30 June 2020

	Actual £	Budget £	Variance £
<u>Income</u>			
Ticket Sales	429	2,994	- 2,565
Education and training income	27,757	32,500	- 4,743
Retail income	-	250	- 250
Food and beverage income	811	-	811
Foyer income	-	-	-
Box office commission income	- 213	-	- 213
Gallery commission income	-	131	- 131
Hire of rooms and equipment income	565	1,193	- 628
Screen advertising income			-
Gift Vouchers			-
Sponsorship income	-	825	- 825
Donations received	345	-	345
Grant Funding - Capital			-
Grant Funding - SIC	25,000	25,000	-
Grant Funding - SCT	150,881	150,881	-
Grant Funding - Creative Scotland	62,500	62,500	0
Other Grants - Trusts and foundations	40,035	18,737	21,297
Operating lease income - SIC	22,500	22,500	-
Other income	162,354	174,828	- 12,474
Memberships received	- 650	-	- 650
	<u>492,314</u>	<u>492,339</u>	<u>- 25</u>
<u>Purchases</u>			
Food and beverage purchases	- 45	162	207
Foyer purchases	-	-	-
Retail purchases	-	250	250
Direct costs	-	-	-
	<u>- 45</u>	<u>412</u>	<u>457</u>
<u>Direct Costs</u>			
Gross wages and salaries - regular	219,884	223,952	4,069
Gross wages - casual	39,566	40,514	948
Employers NI	16,450	17,876	1,426
Employers pension	39,359	39,701	341
Recruitment expenses	-	688	688
Employee/Trustee expenses	-	250	250
Training and protective clothing	120	3,125	3,005
Programme costs - project	9,340	25,608	16,268
Marketing costs - project	1,232	3,013	1,781
Licences - PRS etc	4,638	7,442	2,803
Film transport	- 25	-	25
Hire of equipment	-	-	-
	<u>330,563</u>	<u>362,167</u>	<u>31,604</u>

Overheads

Travel and subsistence and Entertainment	2,158	4,984	2,826
Rent, Rates and Insurance	13,015	13,668	653
Heat and Light	7,585	11,009	3,424
Operating leases - Rent and Equipment	26,448	26,700	252
Repairs and maintenance and Cleaning	7,201	19,096	11,895
Print, postage and stationary	-	1,469	1,469
Telephone and broadband	2,064	931	- 1,133
Computer costs	5,924	7,324	1,400
Marketing costs - strategic	- 277	1,031	1,308
Website costs	131	656	525
Subscriptions	387	401	14
Consumables	-	2,781	2,781
Sundry	- 30	-	30
Legal and professional fees	4,842	8,262	3,420
Till differences	-	-	-
Bank charges	723	4,460	3,737
Loan interest	946	1,125	179
	<u>71,117</u>	<u>103,898</u>	<u>32,781</u>
SURPLUS/DEFICIT	<u>90,678</u>	<u>25,863</u>	<u>64,816</u>

Management Accounts
Balance Sheet
As at 30 June 2020

	£	£
Tangible Fixed Assets		9,746,819
<i>Current Assets</i>		
Stock	45,329	
Debtors	96,258	
Cash at Bank	248,541	
	<u>390,129</u>	
<i>Current Liabilities</i>		
Creditors	<u>353,625</u>	
Net Current Assets		36,504
<i>Long term liabilities</i>		
Loans	123,496	
Pensions liability	<u>1,382,000</u>	
		1,505,496
Net Assets		<u><u>8,277,827</u></u>
Capital and Reserves:		
Restricted funds		9,727,258
Unrestricted funds		(67,431)
Pension liability		<u>(1,382,000)</u>
		<u><u>8,277,827</u></u>



Shetland *arts*
HEAD OF CREATIVE
OPPORTUNITIES REPORT

August 2020

INTRODUCTION

This report details the following

- Key Performance Indicators
- Significant projects completed in the reporting period
- Significant projects planned

KEY PERFORMANCE INDICATORS

As Per SCT Funding 19/20	Jan	Feb	Mar	Apr	May	Jun
Concerts, Screenings, Exhibition Days	262	301	232	8	11	9
Audience attendances	8,956	11,634	4,870	1,994	3,878	3,360
Development Sessions	171	221	187	160	159	21
Participations	713	1,444	963	1,279	886	275

Formal Education Delivery	Enrolled* to Study at Mareel 20/21 (*offers)		Taught Across the Network 19/20
	Full Time	Part Time	
Vocational Pathway	-	27	-
NC	7	-	-
HNC	3	-	-
Degree	8	1	TBC
Masters	-	TBC	TBC

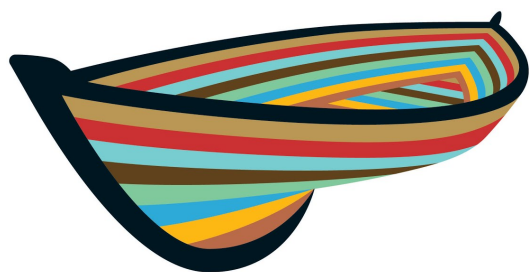
SIGNIFICANT PROJECTS COMPLETED IN REPORTING PERIOD
(See SADA 20-21 Q1 Report for detail)

Date	Title	Intention	Outcome
June 2020	Live@Lunch	30mins live streamed broadcasts for local performers	Significant online audiences. Paid work for artists
July 2020	Peter Davis Online Watercolour Classes	Provide online tutorial sessions	High level of online engagement
July 2020	Storytime for Under 5's	Provide online engagement activity for young children during lockdown	The weekly session proved very popular and continue to receive views
July 2020	Youth Arts Companies Online	Our groups (Dance, Theatre, Film) moved to online spaces facilitated by local freelance artists	Continued engagement, and maintained group integrity

SIGNIFICANT PROJECTS PLANNED

Short = Next 3 Months; Medium = 3 Months - 1 Year; Long = 1 Year +

Term	Title	Intention	August Update
Medium	Trad Big Band	Bring together young musicians online to write, rehearse and perform as a 'trad orchestra'	The first block of online sessions was delivered in July. The next will be in Feb 2021
Medium	20/21 Academic Year	Revising formal education program to enable the majority of delivery to take place online	It is a fluid situation, but student numbers are expected to be strong and the teaching team are diligent and flexible
Medium	Wellbeing Groups	Provide online Choir and Writing sessions	Groups will continue online until deemed desirable to meet physically



Shetland *arts*

2020 - 2021: Quarter 1

Report of activity relating to Priority Areas of Activity Statements

Case Studies: Youth Arts Online, SCVO Wellbeing Fund

Interim Key Performance Indicator Statistics (appendix)



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Priority Area: Youth Arts

Shetland has a vibrant Youth Arts scene provided by a range of individuals and groups. We will support and contribute to this provision, create and sustain engagement, and nurture creativity and talent through an annual programme of access-level cross-artform workshops, artform specific "intensives", high-quality music and drama productions and subsidised access to events and activities.

Q1 in numbers

11 Concerts / Screenings / Exhibition days
3944 Audience attendances
39 Development Sessions
310 Participations

Our continuing work with Shetland Arts' Youth Companies forms one of this quarter's Case Studies (below)

Priority Area: Education & Learning

Our Education & Learning programme is diverse and offers provision at all levels. From the highly successful schools outreach work run from Bonhoga, through to our formal education programme delivered under contract and in partnership with Shetland College UHI, and informal opportunities such as regular cross-artform workshops, business development, masterclasses and Creative Insight events.

Q1 in numbers

0 Concerts / Screenings / Exhibition days
0 Audience attendances
268 Development Sessions
1274 Participations

Q1 was a very challenging period for students and the education team due to the COVID-19 lockdown.

A week of teaching was lost whilst the team distributed equipment, such as audio recorders, computers and video cameras, to students who were required to complete their coursework at home. The team then had to quickly move all teaching online. Most teaching materials were already stored in a digital format but staff still had to adjust existing content to suit the new delivery method. The team had regular meetings to review progress and to discuss any assessment issues that arose due to online delivery.

Staff made a series of instructional videos to guide **Vocational Pathway Film** and **Music** students through the remainder of their course outcomes. These were uploaded at weekly intervals and allowed students to work through linked worksheets. 23 students successfully achieved the award.

As always, Q1 was a busy period for the **NC Creative Industries** students. This year the staff had to factor in additional pastoral activities to support students and help them to establish new working from home practices. Unfortunately not all the students coped and one NC student dropped out. Despite this, 4 students successfully achieved the full NC group award.



The **HNC Music** students also had to navigate new systems and establish new working practices at very short notice. Staff had regular VCs and used the Virtual Learning Environment to facilitate this difficult transition period. During this quarter students completed, amongst other activities: their Graded Unit (online digital portfolio); compositions (including an in depth analysis of composition techniques); audio recordings; and research reports based on the UK creative industries. 2 students successfully completed all the group award outcomes.

Digital Audio Workstations Discovery is a new **BA Applied Music** module which has been delivered from Mareel for the first time during the 19/20 academic year. During this quarter submissions were marked and results were returned to the students. There was a 100% success rate with 7 students completing the course with a pass.

In addition to the DAWs Discovery module, 4 students were registered through Shetland College to study on the **BA Applied Music** course. The course is delivered remotely through video conference by the UHI. Students access Mareel for support, equipment and rehearsal spaces. During the COVID lockdown period the students received additional help and pastoral support. All 4 Shetland based students achieved sufficient grades to progress onto their next year of study.

Shetland Arts had 1 Masters student studying **Digital Music Production** on the **Music in The Environment** course. The student applied for an extension and is expected to complete by the 6th of August.

BA Contemporary Film students continued with their studies during lockdown and had the advantage that their course was already primarily delivered online. Several students faced challenges with access equipment and location filming, but all 8 Shetland based students either completed their qualification or have progressed to further study.

We have one student enrolled on our **Film and Creative Practice Masters module** who received an extension and is continuing with her studies.

We have continued to promote the courses, and the work of the students, through regular social media engagement including streaming a short film by **Neil Hunter** [The Last Day \(2020\) by Neil Hunter](#) and testimonial interviews with previous students.

As part of experimenting with Shetland Arts new digital and online formats, we have experimented with a variety of **Creative Lab** formats.

Local artist **Gilly B** recorded videos of her sketching in the landscape. These were small, digestible videos that encouraged people to enjoy the landscape and try a new simple sketching process that could inspire your work. Gilly recorded 4 videos with an outstanding amount of online views.



Bryan Peterson hosted a 6 week course on **Ableton Live** music production software which took advantage of the normally expensive software being made available for free during lockdown.

We will look at continuing delivering online Creative Labs and have found feedback from participants a crucial part of the process of experimenting with new online formats.

Priority Area: Arts & Well-being

The value of arts to personal and community development is becoming increasingly recognised in Shetland. We will continue to develop our Arts & Wellbeing work through the support of groups which use the arts as a vehicle to wellbeing, providing activities for individuals in care settings and providing free access to events or activities for individuals who have been referred by medical, care or support professionals.

Q1 in numbers

0 Concerts / Screenings / Exhibition days
0 Audience attendances
22 Development Sessions
685 Participations

Arts at Home has been a substantial new project that started in May. The project had two main aims: to continue our connection with local care homes, which was proving incredibly difficult due to Coronavirus, and to continue to provide income and support for artists. The project was funded by **SCVO's Wellbeing Fund**.

Shetland Arts worked with 10 local artists to help them digitise their work. Many of the projects were a collaboration however some artists worked solo on their contributions to the project. The project funded tablets and devices for care homes around Shetland. **Shetland Islands Council** pulled resources to obtain a high number of these that could then work in a library system for 4 different care services. The art created was in the form of audio and video recordings which featured craft, musical meditation and dialogue poems. This project provided substantial income to local artists, many of whom have lost income due to Coronavirus. It has also allowed us to continue our relationship with the care community of Shetland, and build new relationships within it. Local artists **Jane Cockayne** and **Helen Robertson** made and sent arts activity packs to each care home in Shetland. [Arts at Home](#)

Shetland Arts has delivered a large number of Wellbeing projects since lockdown began. There have been a number of our regular sessions that we have moved to regular online sessions. **Wellbeing Writing** and **Wellbeing Craft** moved to Zoom, with Writing proving more successful. We believe that this is due to everyone having access to pen and paper. Craft moved online using materials that could be found around the home, but not everyone has what you may expect. Both were successful, but Writing continued all through the Summer.

Wellbeing Choir was delivered via Facebook Live which proved very popular, with the sessions regular attendees singing along as well as newcomers. The sessions reached international



audiences and choir leader **Suzanne Briggs** did a marvelous job in moving the sessions online, continually responding to the needs and feedback of ourselves and participants.

We added an additional **Wellbeing Writing** group which was open to a small number of participants and free to take part in. This group was led by **Grace Barnes** and was a collaboration between Shetland Arts and **Pitlochry Festival Theatre**. Through these 6 sessions the writers created short stories that could be shared as part of Pitlochry's #LightHopeJoy online nationwide event. These have been released through Pitlochry and our Social media and Website and will continue to be released until October 2020. [HOME - a mini series of writing from Shetland.](#)

Priority Area: Development & support

The development and support of individuals and groups, along with the promotion of excellence and experimentation, is integral to our work. This includes the provision of funding both directly and through signposting, access to equipment and facilities, paid work placements, volunteering opportunities, commissioning productions and providing support and training to allow creatives to access new markets. We will continue to provide numerous paid opportunities for freelance artists, education staff and performers.

Q1 in numbers

0 Concerts / Screenings / Exhibition days

0 Audience attendances

11 Development Sessions

11 Participations

Shetland Arts are currently supporting 4 freelance artists in their **Visual Arts and Crafts Makers Awards** projects. Shetland Arts has been continuing to engage with **Creative Scotland**, lead funders of the project which are exploring how best to support artists moving forward in light of Coronavirus. We hope to deliver the full scheme again in the coming quarters. The two artists of the previous round have completed their projects. In particular it has proven very beneficial for Shetland Arts to build a relationships with these artists

VACMA interviews

- [VACMA: Instructions for Time Travel with West Burra Quartz](#)
- [VACMA: 27 shades of Shetland blues](#)

A series of free **One-to-one Advice Surgeries** were offered by qualified coach, **Bush Hartshorn**, in May. Head of Catalyst at Dance Base in Edinburgh, these sessions were open to Shetland based artists and art workers or those with strong connections to Shetland, regardless of the forms they are working in. These benefitted 8 Shetland based artists, with 3 requesting additional sessions with him. [Positive vibes: Reflections on one-to-one artist advice surgeries](#)

We promoted the work of local artists through our Tabnab Time interviews:

- [Tabnab Time: Stephenie Pagulayan](#)
- [Tabnab Time: Rhoda Meek](#)



- [Tabnab Time: James Dade](#)

Much of the support for artists has been focussed on [providing information](#) and planning future activity relevant to the impacts of Coronavirus, ensuring that we can still provide freelance income and opportunity to Shetland based artists.

Priority Area: Programming

We offer a varied and engaging programme of events, exhibitions, screenings and festivals across a range of artforms, including film, music, drama, literature, visual art, craft, dance and digital. We also provide spaces and support for other promoters and groups to stage their shows.

Q1 in numbers

17 Concerts / Screenings / Exhibition days
5288 Audience attendances
4 Development Sessions
162 Participations

The COVID-19 situation meant our buildings have been closed for the duration of this quarter, with significant impact to our programming activities.

Story Time for Under 5s moved itself online in partnership with Shetland Library. We engaged with locals to record and present a new story each week. This provided the opportunity for us to stay connected to our regular Story Time audience and to work in partnership with Shetland Library. [Storytime for under 5s](#)

Let's Circus were scheduled to be in Shetland this summer, offering workshops and performances across the isles. As this was not possible, they created videos from their performance, which were filmed around the world as postcards to Shetland. These postcards are available here and we got in touch with SIC Education department to share these with headteachers as projects for schools during the home schooling term.

The **Shetland Unlocked** Festival, which was launched in April, was positively received locally and nationally. Applications have been made to participate across all genres including national companies looking to bring their work to Shetland. [Shetland Unlocked](#)

Having planned to bring her music into care homes and schools across Shetland as part of Live Music Now in 2020, harpist **Sophie Rocks** had been continuing to take her music to national and international stages until the outbreak of COVID-19. The Shetlander – who is currently based in Glasgow – brought **Saturday Night at the Movies** as a live stream to audiences on Mareel's Facebook page in May, playing a string of well-known pieces from film soundtracks. [Saturday Night at the Movies](#)

We streamed a recording of **A Shetlandic version of Cinderella** written and directed by **Jaqueline Clark** for our **Soup and a Show** program and performed in Mareel in December 2019. [Cinderella \(2019\)](#)



We moved **Playlist Friday** online, a curated selection of music from a range of musicians, artists and performers which usually took place once a month at Mareel. [Playlist Fridays](#)

There have been 7 performances as part of our **Live@Lunch** programme. These are half hour slots where local artists present their work through video recordings. Featured artists have been **Jenny Henry** from Shetland Mandolin Band, **Isaac Webb**, **Freda Leask**, **Adam Guest** and **Arthur Nicholson**.

We curated a series of **Instabitions** - footage/photographs from past Shetland Arts Exhibitions shared on Instagram including **Finger Symbols**, **Blowup**, **ShetlandMade 2020**, **The Art of Ping Pong** and **27 Shades of Shetland Blues**.

The ever popular **Mareel Film Quiz** made a comeback online for two sessions hosted on Zoom.

Priority Area: Mareel Recording Studio

Maximising Mareel's digital production facilities (principally for music and video recording and broadcast), we will provide opportunities for musicians and producers to generate revenue and Intellectual Property.

Q1 in numbers

0 Concerts / Screenings / Exhibition days
0 Audience attendances
0 Development Sessions
0 Participations

There was no activity in the recording studio this quarter due to social distancing restrictions.



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Case Study: Youth Arts Online

We have been delighted with the success of moving our Youth Companies online. This has allowed us to stay in regular contact with around 30 young people, and to provide them with continuous routine during lockdown as well as new opportunities.

Shetland Arts **Youth Companies** continued to meet weekly through lockdown in Quarter 1, with 18 weekly sessions from **Shetland Youth Dance Company** and 19 from **Shetland Youth Theatre Company**.

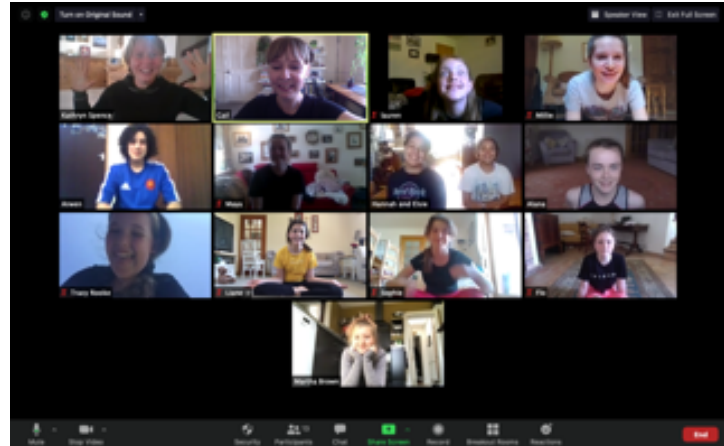
Feedback from these sessions from participants included:

- *A chance to socialise with our friends - we don't see each other or talk to each other outwith the Zoom sessions*
- *A good start to the week*
- *Structure to the week*
- *They've provided routine and normality through lockdown'*

Sessions were all led via Zoom and most of the regular participants attended each session. Each company made a short video for our social media channels.

Shetland Youth Theatre Company have been working on a new piece, made by the participants about their experiences through lockdown. It is hoped that this will be performed at Shetland Unlocked.

Shetland Youth Dance Company took part in an online youth exchange session with **Dance North**, a Findhorn based company. Their Youth company is similarly new like ours and it gives the young people an opportunity to connect with others who are using Zoom as a medium of connection and dance class delivery. We hope to build on this connection.



Film Crew and Film Crew JNR had 8 sessions run by **Keiba Club**. These sessions provided an introduction with a number of do-at-home activities, which were pre-recorded by Keiba. They then came together at the end of the session sharing how they had explored these themselves. A lot of the students here were of the younger age group and it became apparent that supervision was more required as well as input from adults. They have made a film ([JFC - Zombie Pirates](#)) which we are looking forward to releasing on social media shortly.

They have also continued to provide regular income for freelance artists, many of whom lost income during the pandemic. Moving their work online has been a progression for them, providing opportunities for them to develop their work.

Featured on the previous page is an image of the online Youth Dance Exchange, which provided an opportunity that would not be possible without the use of the internet. The concept behind this really allowed us to make the most out of the online situation, delivering sessions that increased participation and connection between youth company members across Scotland. This is something that we would not have been able to do in person, and therefore celebrated the new online world that we have found ourselves in.

The Youth Dance company also saw the release of the film made during the Scottish Dance Theatre intensive which took part at Mareel in February this year.

‘Dancing on the islands’ was a film made by Rachel Bunce of Rural Touring Dance Initiative.

[Dancing on the Islands](#)



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Case Study: SCVO Wellbeing Fund

Shetland Arts was delighted to be a recipient of SCVO's Wellbeing Fund.

Arts activity packages were posted to each care home in Shetland, allowing us to reach each individual at each centre: something we have never been able to before. These packages were created by Helen Robertson and Jane Cockayne and featured a variety of craft materials and instructions for activities that could be varied appropriate to participants' skill set and ability.

For making the films, artists got the use of Shetland Arts' camera equipment, mentored through this by Keiba Club, who would then do the editing for them. This allowed them to develop their skills and practice new ways of working, which will be beneficial moving forward in this newly digital world.

'It was a real joy to be asked to take part in the Wellbeing Fund project. I had been running Arts in Care sessions in the Care Homes prior to Lockdown and had thought often of the residents and the staff and of how they would be coping with the Covid restrictions. I decided to try and bring them colour and texture through fabric and to bring them 'outside' with me so designed beach and landscape themed activities and filmed the activities outside' (Keiba Clubb, local artist)

On a business level, as a freelance designer and Workshop Organiser, all my face to face work for the year was cancelled so this project gave me welcome income and hope. As I am moving my workshops online, the experience of working with Keiba Film gave me more confidence to move this ahead more quickly by engaging her services for the first of my films.

"Thank you so much for letting me be part of this fabulous project." (Helen Robertson, local artist)



“As a freelance artist I am not based in one workplace but have the privilege of working in many settings where I meet many wonderful people from all walks of life. During lockdown this has meant that I have not been connected to a particular setting or group of colleagues and therefore I am very thankful that Shetland Arts has continued to offer me projects which have kept me in touch with people and introduced me to new artists. During this time of social isolation it has been special to have been collaborating with Keiba Clubb (local film maker) and Helen Robertson (Craft artist) on Shetland Arts' Wellbeing film project. Being given the opportunity to collaborate with other artists at this time has been inspirational and much appreciated for my own creativity and wellbeing!” (Jane Cockayne, local artist)



Indicative 2020/21 KPIs	Concerts, Screenings, Exhibition Days					Audience attendances					Development Sessions					Participations				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
1. Youth Arts	11				11	3944				3944	39				39	310				310
2. Education & Learning	0				0	0				0	268				268	1274				1274
3. Arts & Well-being	0				0	0				0	22				22	685				685
4. Development & Support	0				0	0				0	11				11	11				11
5. Programming	17				17	5288				5288	4				4	162				162
6. Recording Studio	0				0	0				0	0				0	0				0
Programme Total	28	0	0	0	28	9232	0	0	0	9232	344	0	0	0	344	2442	0	0	0	2442
SCT Annual Target					4229					161112					2218					20902
% of SCT Target					0.7%					5.7%					15.5%					11.7%



Shetland *arts*
HEAD OF PRODUCTION
REPORT

August 2020

INTRODUCTION

This report details the following

- Health and Safety
- Significant projects completed in the reporting period
- Significant projects planned

HEALTH AND SAFETY

Date	Incident	Action Taken	Future Mitigation

SIGNIFICANT PROJECTS COMPLETED IN REPORTING PERIOD

Date	Title	Intention	Outcome
01/08/2020	Bonhoga Reopening	Install perspex screens, expand outside dining area and implement social distancing measures to allow Bonhoga Cafe to safely reopen	Complete
06/08/2020	Mareel Recommission	Full M&E recommission of building prior to reopening	Complete
12/08/2020	Perspex Installation	To install perspex screens at Mareel FOH and Cafe	Complete
17/08/2020	2nd Floor Education Space	Convert 2nd floor offices at Mareel to an education space prior to students returning	Complete

20/08/2020	Mareel Cafe Reboot	Redesign bar shelving and refresh menu boards, install two new EPoS terminals in Cafe Bar	Complete
21/08/2020	Mareel Foyer Repainting	Complete redecoration of Mareel Upper and Lower Foyer spaces	Complete
21/08/2020	Outside Tables	To create outside dining area on the licensed waterfront at Mareel	Complete

SIGNIFICANT PROJECTS PLANNED

Short = Next 3 Months; Medium = 3 Months - 1 Year; Long = 1 Year +

Short/Medium/Long Term	Title	Intention	Aug Update
Short	Painting schedule	To put together a strategic schedule for redecorating in Mareel	In progress
Short	Auditorium Rear Bar	To install motorised rear bar in Mareel Auditorium and improve rigging options for projector	Rigging materials delivered
Short	Garrison External Works	To address all Category 2 defects as noted on condition survey	Works nearing completion
Medium	Food Prep Cooling	Install appropriate cooling system in Food Prep area at Mareel	Options being explored



Shetland *arts*
CHIEF EXECUTIVE
REPORT

August 2020

INTRODUCTION

This report details the following

- Any Board decisions required
- Operational Issues from the last reporting period
- Key Dates for Trustees
- Stakeholder Updates
- Significant projects completed in the reporting period
- Significant projects planned

BOARD DECISIONS

Issue	Supporting Papers	Recommendation
Trust Reorganisation	Trust Deed Resolution Minute	Approve

OPERATIONAL ISSUES

Issue	Mitigation
Covid 19	Bonhoga Reopened Mareel Reopening Friday 28 August
SADA promoted events cancelled till end of December 2020	Dates being rescheduled where possible
External promoters cancelled till end of August	Dates being rescheduled where possible

KEY DATES FOR TRUSTEES

Date	Title	Venue

STAKEHOLDER UPDATES

Creative Scotland	£247K grant received from CS through the performing arts venue relief fund. Regular communication with Siobhan
Shetland Charitable Trust	Application being made to main grant scheme
Highlands and Islands Enterprise	Supported the GSW. Regular communication with Mahri
Shetlands Islands Council	
Event Scotland	Considering supporting Shetland Unlocked
British Council	Application made to Australia/UK season

SIGNIFICANT PROJECTS PLANNED

Short = Next 3 Months; Medium = 3 Months - 1 Year; Long = 1 Year +

Short/Medium/Long Term	Title	Intention	August Update
Short	Future of the Garrison	Secure a sustainable future for The Garrison Theatre	Ongoing, will form part of planning for 2021
Short	Return to work/new ways of working	Support staff appropriately into new working environment	New systems bedding in, some resistance to new ways of working.
Medium	The Lens	To develop an innovation culture in SADA in partnership with SRT and SAT	On hold due to Covid 19
Medium	Vision, Mission, Values	Review and update	See Development Strategy 2020 - Due to be updated in light of current situation
Medium	Work Plan 2021 - 2024	Review and update work plan so that we are able to respond to potential new strategic direction from stakeholders	See Development Strategy 2020 - Due to be updated in light of current situation
Medium	Organisation Structure	Review organisation structure in line with work plan	See Development Strategy 2020 - Due to be updated in light of current situation
Medium	Locus	Successful delivery	Installation delayed until March 2021
Medium	Supervisor Training with People Matters	To ensure all supervisors have management and leadership training	First Cohort delivered, consideration being given as to how to progress
Long	Islands Deal	Ensure CI is delivered in Islands Deal	Creative Islands strand announced as part of the overall funding packages. SADA contributing to outline business case

Supplementary Deed of Trust

By

Shetland Arts Development Agency

Ref: 516494
FAS: 3309



WHEREAS we, **Robin Nelson Sturrock Sandison**, residing at Lonabrak, Upper Scalloway, Scalloway, Shetland, ZE1 0UP, **Ryan John Stevenson**, residing at Da Noost, Friester, South Nesting, Shetland, ZE2 9PP, **Lynn McHattie**, residing at An Charriag, Barclay, Maybole, South Ayrshire, KA19 7PE, and **Sophie Whitehead**, residing at 20 Cheyne Crescent, Lerwick, Shetland, ZE1 0NS, **Susan Mail**, residing at Shoreside, Bridge of Walls, Walls, Shetland, ZE2 9NP, **Chris Gadsby**, residing at Foraness, Sand, Garderhouse, Bixter, Shetland, ZE2 9NQ and **Renzo Spiteri**, residing at North Wart, Bressay, Shetland ZE2 9ER, being the present **Trustees of Shetland Arts Development Agency** (the "**Trust**"), acting in terms of the Deed of Declaration of Trust by Shetland Islands Council in favour of Lynsey Anderson & Others dated the Twenty Eighth day of December Two Thousand and Five and registered in the Books of the Council and Session for preservation on the Thirteenth day of January Two Thousand and Six (as amended by the Supplementary Deed of Trust dated the Twenty-Seventh day of April, Tenth and Twenty-Third days of May Two Thousand and Seventeen and registered in the Books of the Council and Session for preservation on the Third day of July Two Thousand and Seventeen and the Supplementary Deed of Trust dated the Thirtieth day of January, Twenty-Seventh day of February and Fifth of March Two Thousand and Twenty and registered in the Books of Council and Session for preservation on the Nineteenth day of March Two Thousand and Twenty (the "**Deed of Declaration of Trust**"), whereas in terms of Clause 16 of the said Declaration of Trust are empowered from time to time by Deed or Deeds revocable or irrevocable to alter the provisions of the Deed of Declaration of Trust or the Schedule annexed thereto, and whereas we have decided by Resolution of the Trustees dated the twenty seventh day of August Two Thousand and Twenty, to make certain amendments to the said Deed of Declaration of Trust, therefore we do hereby declare as follows:

(One) Clause 3 of the said Declaration of Trust shall be replaced by the following Clause:

3. Purposes of the Trust

(a) The objects of SADA shall be:

- (i) To advance the education of the public in Shetland in the Arts, in particular the Arts of Dance, Drama, Theatre, Film, Literature, Music, Crafts, Visual Arts and any new form of Media;
- (ii) To advance Arts and Culture for the benefit of the public in Shetland;
- (iii) To advance Citizenship and Community Development for the benefit of the public in Shetland.

(b) In furtherance of the said objects but not otherwise, the Trustees shall seek to:

- (i) Encourage and assist in promoting and advancing the creation of practice, presentation and study of all forms of art – visual, performing and creative, and culture, citizenship and community development;
- (ii) Support and encourage the continual development of all art forms, of culture, citizenship and community development;
- (iii) Support existing and encourage new work;
- (iv) Improve access to the arts, culture, citizenship and community development and create opportunities for individuals, geographical communities and

communities of interest, at all levels of experience and ability, to participate in and enjoy a diverse range of arts activity through performances, exhibitions and educational activities;

- (v) Create opportunities for personal development through arts, cultural, citizenship and community development activities;
- (vi) Promote a culture of life-long learning through a community development approach within the arts, culture, citizenship and community development;
- (vii) Support professional artists through residencies, workshops and performances;
- (viii) Promote excellence in artistic quality;
- (ix) Develop the skills and experience of artist, practitioners and participants and encourage learning;
- (x) Provide facilities to support artistic, cultural, citizenship and community development activities.

The Trustees shall hold the Trust Fund and income of it to pay and apply the same to or for the benefit of or in furtherance of these objects or any of them or for such other purposes, objects or institutions charitable in law and in such proportions and manner as the Trustees shall think fit. In exercise their discretion in terms of this Clause the Trustees shall give primary consideration to the wishes of those persons who gift or lend funds to the Trust but this proviso shall impose no binding obligation on the Trustees.

(Two) The Trustees consent to registration of this Supplementary Deed in the Books of Council and Session for preservation.

(Three) This Supplementary Deed of Trust shall have effect from the date of its execution: **IN WITNESS WHEREOF** these presents are executed as follows:

signature of witness

signature of Robin Nelson Sturrock Sandison

full name of witness (print)

date of signing

address of witness

place of signing

signature of witness

signature of Ryan John Stevenson

full name of witness (print)

address of witness

signature of witness

full name of witness (print)

address of witness

signature of witness

full name of witness (print)

address of witness

signature of witness

full name of witness (print)

address of witness

signature of witness

date of signing

place of signing

signature of Lynn McHattie

date of signing

place of signing

signature of Sophie Whitehead

date of signing

place of signing

signature of Susan Mail

date of signing

place of signing

signature of Chris Gadsby

full name of witness (print)

address of witness

signature of witness

full name of witness (print)

address of witness

date of signing

place of signing

signature of Renzo Spiteri

date of signing

place of signing

Minute

By

The Trustees of Shetland Arts Development Agency

Ref: 516494
FAS: 3309



Minute by the Trustees acting in terms of the Deed of Declaration of Trust by Shetland Islands Council in favour of Lynsey Anderson & Others dated the Twenty Eighth day of December Two Thousand and Five and registered in the Books of the Council and Session for preservation on the Thirteenth day of January Two Thousand and Six (as amended by the Supplementary Deed of Trust dated the Twenty-Seventh day of April, Tenth and Twenty-Third days of May Two Thousand and Seventeen and registered in the Books of the Council and Session for preservation on the Third day of July Two Thousand and Seventeen and the Supplementary Deed of Trust dated the Thirtieth day of January, Twenty-Seventh day of February and Fifth of March Two Thousand and Twenty and registered in the Books of Council and Session for preservation on the Nineteenth day of March Two Thousand and Twenty (the "**Deed of Declaration of Trust**").

The Trustees, having considered Trust matters, hereby RECORD our decision to exercise our power in terms of Clause 16 of the said Declaration of Trust to amend the said Declaration of Trust as set out in the attached supplementary Deed of Trust.

..... Robin Nelson Sturrock Sandison (Trustee) Date
..... Ryan John Stevenson (Trustee) Date
..... Lynn McHattie (Trustee) Date
..... Sophie Whitehead (Trustee) Date
..... Susan Mail (Trustee) Date
..... Chris Gadsby (Trustee) Date
..... Renzo Spiteri (Trustee) Date