



Item	Description	Report	Item taken by	ACTION
	Presentation from Angela Smith, Retail Manager			
1	Welcome, apologies, and declarations of interest		Chair	Note
2	Minutes 29 March 2018		Chair	Approval
3	Finance Management Accounts	Attached	KE	Note
4	Head of Creative Opportunities Report	Attached	BP	Note
5	Head of Production Report	Attached	JR	Note
4	Chief Executive Report Board Decisions Operations Key Dates for Trustees Funding	Attached	GH	Approval Note Note Note
5	Board Recruitment & Training		Chair	Note
6	Any Other Business as agreed by the Chair at the start of the meeting		Chair	
7	Date/time of future meetings			Note
7a	Future SADA Board Meetings: To be discussed at meeting		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



Supported by



Minute of Meeting of Shetland Arts Development Agency Board of Trustees, Thursday 29 March 2018, held at 5.30pm at Mareel Meeting Room, Lerwick

Present:

Lorraine Hall (LH), Chair, Shetland Arts
 Robin Sandison (RS), Trustee, Shetland Arts
 Olive Macleod (OM), Trustee, Shetland Arts
 Ryan Stevenson (RSt), Vice Chair, Shetland Arts
 Alan Skinner (AS), Trustee, Shetland Arts
 Lynne McHattie (LM) Trustee, Shetland Arts (Skype)

In Attendance:

Graeme Howell (GH), General Manager, Shetland Arts
 Kerry Eunson (KE), Head of Organisational Support, Shetland Arts
 Lois Sutherland (LS), Trainee Administrator, Shetland Arts (Minute Taker)

Apologies:

Louise Garriock (LG), Trustee, Shetland Arts
 David Ramsay (DR) Trustee, Shetland Arts

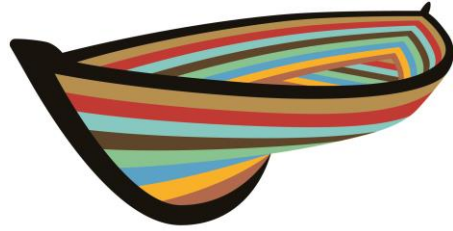
Item	Topic	Action
1	<p>Welcome, Apologies & Declaration of Interest</p> <p>The Chair welcomed everyone to the meeting.</p> <p>There were no declarations of interest expressed.</p>	
2.	<p>Matters Arising</p> <p>The minutes of the last meeting were read and approved by OM and seconded by RS</p>	
3.	<p>Finance</p> <p>KE went through the Management Accounts report.</p> <p>January bad profits compared to last year Gold Card paid upfront more this year Mareel café quieter and Bonhoga café busier. Less UHA activity.</p> <p>RSt asked about year end projection. KE said small deficit of £1,300 may swing back or may be a loss. Trading pattern has been odd this year. GH would like to take message of charitable trust cuts effecting us to the public if need be. Shetland Arts to stay with Harper Macleod but not use their Shetland staff as they are needed specialist services which you can't get in Shetland. Harper Macleod may sponsor Shetland Arts.</p>	
4.	<p>General Managers Report</p> <p>GH took the board through the GM report providing further details noted below.</p>	

Item	Topic	Action
4. Cont	<p>Offer from creative Scotland is standstill funding. GH went back to budget holders and asked them to strategically cut their budgets by 15% and see how they would cope. Redundancies can't be made if we still want to fulfil the volume of work and there would have to be a significant reduction to the work plan so that they could keep delivering.</p> <p>Longer asset management strategy on Bonhoga.</p> <p>Workplace/Internship scheme being taken out</p> <p>15 Music programmer events being taken out.</p> <p>No cruise ship offer bookings – route to marketing wrong. Interest from largest cruise liner and other cruise liners. Everyone still likes the product. Shetland Arts to take more control in the future. Select days when there are high numbers in and run it ourselves but ticket it. Run two days when largest cruise ships are in and two when the risk is on us. Not over expose – exposure about £2,000</p> <p>Café shut the first week in May whilst being done up. Can't currently afford to do upstairs at the same time. There will be more space downstairs when it's done up so upstairs may be closed more often. More CCTV upstairs in the café and outside of the cinema.</p> <p>GDPR Data audit on the way which now also includes paper records Throw a lot of challenges such as google docs as google not GDPR, the council saying they don't need to give a statement and staff communicating with subcontractors through Facebook and text which may result in us buying more staff phones. Get rid of old data. New category of extra sensitive information which is restricted to only people who need it.</p> <p>Business plan launch in May when we get contract from Creative Scotland. Scottish Government put out call for experiences with Creative Scotland. Developing plans in partnership with Creative Scotland in future.</p> <p>Meeting in Edinburgh of 5 island based RFOs</p> <p>Website – update trustees</p> <p>Artifax changed to yesplan which is more dynamic</p>	

Item	Topic	Action
4. Cont	Taking a step back from Hamland foundation as teachers in Shetland don't want upskilling.	
5.	Board Recruitment and Training Nothing from nominations committee at this meeting.	
7.	Next meeting to be held on 31/05/2018 at 5.30pm Meeting closed at 6.15pm.	

Minute approved:

Lorraine Hall
 Chair, Shetland Arts Development Agency



Shetland *arts*
MANAGEMENT ACCOUNTS
REPORT

MARCH 2018

INTRODUCTION

This report includes details the following:

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

MANAGEMENT ACCOUNTS

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

The key points from March 2018 are:

- Ticket income was £13,376 below budget for the month. This continues the trend we saw during the rest of the year. The ticket income budget for cinema had significant growth included.
- Food and beverage income was £6,934 above budget for the month. The Café/Bar at Mareel had a strong month with income £7k above the prior year.
- There is a large variance of £9,616 on sponsorship income for the month. This mainly relates to income for the START education programme at Bonhoga. This income is now included as other grants as it was a better fit. The funds were also received earlier in the year.
- The Food and Beverage purchases were above budget for the month but this is to be expected due to income being higher than expected.
- The programme costs for the month were £17,013 under budget. Some of this relates to the other grants target which was not reached whilst £6k is due to Shetland Youth Theatre's trip to Inverness which did not happen until April.
- There was a large overspend of £4,137 in the month on heat and light. £3k of this relates to the SHEAP invoice for Mareel for the quarter to 31 March 2018. This invoice was significantly higher than in the prior year. It is thought this relates to the first half of the quarter before SHEAP visited Mareel and made changes to the system. It is hoped this will not be as high going forward.

Appendix 1

Date: 10/05/2018

Shetland Arts Development Agency

Page: 1

Time: 11:34:32

Prior Year Report

From: Month 12, March 2018

To: Month 12, March 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	31,215.33	15.49	35,977.50	(4,762.17)	505,168.53	20.07	501,404.36	3,764.17
Education and Training	13,666.67	6.78	6,642.50	7,024.17	103,927.50	4.13	92,625.00	11,302.50
Retail	4,374.55	2.17	4,090.80	283.75	82,467.46	3.28	74,328.77	8,138.69
Food and Beverage	42,539.72	21.10	37,587.83	4,951.89	541,131.60	21.50	518,812.72	22,318.88
Foyer	8,154.45	4.05	10,938.39	(2,783.94)	107,188.10	4.26	121,160.63	(13,972.53)
Box Office Commission	736.67	0.37	459.58	277.09	8,169.48	0.32	3,813.36	4,356.12
Gallery Commission	0.00	0.00	1,297.80	(1,297.80)	5,675.11	0.23	5,931.45	(256.34)
Hire of Rooms and Equipment	13,826.21	6.86	14,649.96	(823.75)	72,820.38	2.89	78,503.36	(5,682.98)
Screen Advertising Income	1,263.14	0.63	1,717.69	(454.55)	18,993.22	0.75	14,726.03	4,267.19
Gift Vouchers	(592.90)	(0.29)	(289.20)	(303.70)	3,019.06	0.12	2,390.57	628.49
Sponsorship	500.00	0.25	0.00	500.00	2,550.00	0.10	27,988.04	(25,438.04)
Donations	125.28	0.06	42.95	82.33	1,638.94	0.07	1,429.26	209.68
Grant Funding - SIC	0.00	0.00	0.00	0.00	3,871.50	0.15	2,342.54	1,528.96
Grant Funding - SCT	55,368.83	27.47	57,906.50	(2,537.67)	664,426.00	26.39	694,878.00	(30,452.00)
Grant Funding - Creative Scotland	20,666.67	10.25	21,838.33	(1,171.66)	255,055.00	10.13	263,388.54	(8,333.54)
Other Grants - Trusts and Foundations	1,845.08	0.92	4,882.34	(3,037.26)	31,479.17	1.25	82,077.34	(50,598.17)
Operating Lease Income - SIC	7,500.00	3.72	7,500.00	0.00	90,000.00	3.58	90,000.00	0.00
Other Income	418.63	0.21	91.00	327.63	6,736.17	0.27	12,871.63	(6,135.46)
Memberships Received	(43.75)	(0.02)	840.00	(883.75)	13,142.09	0.52	13,410.00	(267.91)
	<u>201,564.58</u>	<u>100.00</u>	<u>206,173.97</u>	<u>(4,609.39)</u>	<u>2,517,459.31</u>	<u>100.00</u>	<u>2,602,081.60</u>	<u>(84,622.29)</u>
Purchases								
Food and Beverage Purchases	16,194.07	8.03	16,335.09	(141.02)	195,727.68	7.77	211,627.47	(15,899.79)
Foyer Purchases	5,181.74	2.57	2,981.98	2,199.76	53,075.86	2.11	54,630.63	(1,554.77)
Retail Purchases	4,318.14	2.14	4,600.16	(282.02)	51,590.96	2.05	43,465.00	8,125.96
Direct Costs	703.87	0.35	418.61	285.26	9,531.59	0.38	5,683.62	3,847.97
	<u>26,397.82</u>	<u>13.10</u>	<u>24,335.84</u>	<u>2,061.98</u>	<u>309,926.09</u>	<u>12.31</u>	<u>315,406.72</u>	<u>(5,480.63)</u>
Direct Expenses								
Gross Salaries and Wages - Regular	66,898.62	33.19	68,574.23	(1,675.61)	789,586.74	31.36	801,323.16	(11,736.42)
Gross Wages - Casual	21,517.20	10.68	18,069.44	3,447.76	210,327.93	8.35	222,854.73	(12,526.80)
Employers NI	4,721.39	2.34	5,710.84	(989.45)	62,121.24	2.47	65,948.27	(3,827.03)
Employers Pensions	11,644.14	5.78	9,544.29	2,099.85	133,908.97	5.32	100,255.51	33,653.46
Recruitment Expenses	356.00	0.18	0.00	356.00	2,974.50	0.12	3,283.80	(309.30)
Employee Expenses	186.61	0.09	1,259.69	(1,073.08)	4,439.62	0.18	3,311.11	1,128.51
Training and Protective Clothing	130.00	0.06	220.00	(90.00)	14,726.89	0.58	10,089.82	4,637.07
Trustee Expenses	0.00	0.00	0.00	0.00	0.00	0.00	81.54	(81.54)
Programme Costs - Project	17,787.49	8.82	26,117.75	(8,330.26)	379,360.35	15.07	405,375.69	(26,015.34)
Marketing Costs - Project	1,645.18	0.82	2,181.40	(536.22)	24,159.01	0.96	27,331.37	(3,172.36)
Licences	3,872.31	1.92	6,619.45	(2,747.14)	37,881.41	1.50	46,719.84	(8,838.43)
Film Transport	145.40	0.07	308.56	(163.16)	1,400.57	0.06	2,636.08	(1,235.51)
Hire of Equipment	0.00	0.00	225.00	(225.00)	3,641.71	0.14	3,212.48	429.23
	<u>128,904.34</u>	<u>63.95</u>	<u>138,830.65</u>	<u>(9,926.31)</u>	<u>1,664,528.94</u>	<u>66.12</u>	<u>1,692,423.40</u>	<u>(27,894.46)</u>
Gross Profit/(Loss):	<u>46,262.42</u>	<u>22.95</u>	<u>43,007.48</u>	<u>3,254.94</u>	<u>543,004.28</u>	<u>21.57</u>	<u>594,251.48</u>	<u>(51,247.20)</u>
Overheads								

Time: 11:34:32

Prior Year ReportFrom: Month 12, March 2018
To: Month 12, March 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	3,861.22	1.92	6,043.00	(2,181.78)	51,932.22	2.06	56,486.65	(4,554.43)
Motor Expenses	0.00	0.00	0.00	0.00	0.00	0.00	401.67	(401.67)
Rent, Rates and Insurance	4,315.39	2.14	5,420.09	(1,104.70)	49,310.25	1.96	61,696.73	(12,386.48)
Heat and Light	11,845.48	5.88	7,103.27	4,742.21	94,367.64	3.75	86,010.02	8,357.62
Operating Leases - Rent and Equipment	8,614.33	4.27	8,678.77	(64.44)	105,146.44	4.18	111,080.88	(5,934.44)
Repairs and Maintenance and Cleaning	13,105.12	6.50	13,106.32	(1.20)	126,569.97	5.03	137,271.41	(10,701.44)
Print, Postage and Stationery	386.98	0.19	446.34	(59.36)	5,236.35	0.21	4,428.23	808.12
Telephone	751.87	0.37	1,197.53	(445.66)	9,274.10	0.37	8,908.29	365.81
Computer Costs	2,436.67	1.21	2,112.48	324.19	29,394.00	1.17	23,894.59	5,499.41
Marketing Costs - Strategic	520.00	0.26	260.00	260.00	10,871.12	0.43	7,797.47	3,073.65
Website Costs	306.00	0.15	1,354.73	(1,048.73)	5,412.79	0.22	9,858.48	(4,445.69)
Subscriptions	58.09	0.03	88.35	(30.26)	2,777.15	0.11	(386.74)	3,163.89
Consumables	156.78	0.08	1,373.32	(1,216.54)	7,971.65	0.32	16,719.64	(8,747.99)
Sundry	24.00	0.01	55.77	(31.77)	49.00	0.00	7,558.92	(7,509.92)
Legal and Professional Fees	4,445.83	2.21	2,238.95	2,206.88	25,144.50	1.00	19,888.22	5,256.28
Till Differences	65.28	0.03	12.79	52.49	1.08	0.00	358.30	(357.22)
Bank Charges and Interest	1,056.83	0.52	1,144.88	(88.05)	14,936.64	0.59	15,687.14	(750.50)
Loan Interest	520.89	0.26	113.22	407.67	5,413.20	0.22	3,811.13	1,602.07
Bad Debt Written Off	0.00	0.00	38.00	(38.00)	0.00	0.00	34.08	(34.08)
	<u>52,470.76</u>	<u>26.03</u>	<u>50,787.81</u>	<u>1,682.95</u>	<u>543,808.10</u>	<u>21.60</u>	<u>571,505.11</u>	<u>(27,697.01)</u>
Net Profit/(Loss):	<u>(6,208.34)</u>	<u>(3.08)</u>	<u>(7,780.33)</u>	<u>1,571.99</u>	<u>(803.82)</u>	<u>(0.03)</u>	<u>22,746.37</u>	<u>(23,550.19)</u>

Date: 10/05/2018
Time: 12:16:01

Shetland Arts Development Agency
Balance Sheet

Page: 1

From: Month 12, March 2018
To: Month 12, March 2018

Chart of Accounts:

SADA Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Property	0.00	11,069,725.80	
Office Equipment	0.00	296,977.09	
Furniture and Fixtures	0.00	156,218.31	
Investments	0.00	1.00	
Pianos	0.00	42,800.00	
Artwork	0.00	2,862.00	
		0.00	11,568,584.20
Current Assets			
Stock	(4,502.26)	36,087.79	
Debtors	(65,900.75)	74,761.95	
Deposits and Cash	1,962.51	4,339.43	
Bank Account	112,547.12	130,995.17	
		44,106.62	246,184.34
Current Liabilities			
Creditors : Short Term	31,383.25	396,350.14	
Payroll Taxation	71.13	17,130.27	
Wages	(409.23)	13,234.47	
VAT Liability	18,748.92	14,008.61	
		49,794.07	440,723.49
Current Assets less Current Liabilities:		(5,687.45)	(194,539.15)
Total Assets less Current Liabilities:		(5,687.45)	11,374,045.05
Long Term Liabilities			
Creditors : Long Term	520.89	116,904.33	
Pnesion Liability	0.00	924,000.00	
		520.89	1,040,904.33
Total Assets less Total Liabilities:		(6,208.34)	10,333,140.72
Capital & Reserves			
Capital & Reserves	0.00	11,469,323.37	
Funds	0.00	(211,371.83)	
Defined benefit pension fund	0.00	(924,000.00)	
P & L Account	(6,208.34)	(803.82)	
Previous Year Adj		(7.00)	
		(6,208.34)	10,333,140.72

Time: 11:33

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

Period From: Month 12, March Year: 2018

Department: All

Period To: Month 12, March

Chart of Accounts: SADA Default Layout of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	
Sales				
Ticket Sales	31,215.33	44,591.45	(13,376.12)	
Education and Training	13,666.67	7,642.50	6,024.17	
Retail	4,374.55	4,071.09	303.46	
Food and Beverage	42,539.72	35,605.28	6,934.44	
Foyer	8,154.45	9,749.65	(1,595.20)	
Box Office Commission	736.67	666.63	70.04	
Gallery Commission	0.00	738.26	(738.26)	
Hire of Rooms and	13,826.21	14,421.36	(595.15)	
Screen Advertising Income	1,263.14	1,000.00	263.14	
Gift Vouchers	(592.90)	0.00	(592.90)	
Sponsorship	500.00	10,416.74	(9,916.74)	
Donations	125.28	16.63	108.65	
Grant Funding - SCT	55,368.83	55,368.87	(0.04)	
Grant Funding - Creative	20,666.67	20,833.37	(166.70)	
Other Grants - Trusts and	1,845.08	5,833.26	(3,988.18)	
Operating Lease Income -	7,500.00	7,500.00	0.00	
Other Income	418.63	250.00	168.63	
Memberships Received	(43.75)	1,250.00	(1,293.75)	
Internal Recharges	0.00	(4,499.52)	4,499.52	
	<u>201,564.58</u>	<u>215,455.57</u>	<u>(13,890.99)</u>	
Purchases				
Food and Beverage	16,194.07	11,244.51	(4,949.56)	
Foyer Purchases	5,181.74	4,874.83	(306.91)	
Retail Purchases	4,318.14	2,124.68	(2,193.46)	
Direct Costs	703.87	108.37	(595.50)	
	<u>26,397.82</u>	<u>18,352.39</u>	<u>(8,045.43)</u>	
Direct Expenses				
Gross Salaries and Wages -	66,898.62	69,722.32	2,823.70	
Gross Wages - Casual	21,517.20	10,187.98	(11,329.22)	
Employers NI	4,721.39	5,285.31	563.92	
Employers Pensions	11,644.14	9,401.31	(2,242.83)	
Recruitment Expenses	356.00	916.63	560.63	
Employee Expenses	186.61	0.00	(186.61)	
Training and Protective	130.00	1,250.00	1,120.00	
Trustee Expenses	0.00	41.63	41.63	
Programme Costs - Project	17,787.49	34,800.84	17,013.35	
Marketing Costs - Project	1,645.18	2,072.61	427.43	
Licences	3,872.31	2,654.68	(1,217.63)	
Film Transport	145.40	625.00	479.60	
Hire of Equipment	0.00	358.37	358.37	
	<u>128,904.34</u>	<u>137,316.68</u>	<u>8,412.34</u>	
Gross Profit (Loss):	<u>46,262.42</u>	<u>59,786.50</u>	<u>(13,524.08)</u>	
Overheads				

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

Period From: Month 12, March Year: 2018

Department: All

Period To: Month 12, March

Chart of Accounts: SADA Default Layout of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Travel, Subsistence and	3,861.22	6,177.87	2,316.65
Rent, Rates and Insurance	4,315.39	4,807.70	492.31
Heat and Light	11,845.48	7,707.59	(4,137.89)
Operating Leases - Rent and	8,614.33	9,022.24	407.91
Repairs and Maintenance	13,105.12	17,631.14	4,526.02
Print, Postage and Stationery	386.98	425.00	38.02
Telephone	751.87	321.99	(429.88)
Computer Costs	2,436.67	1,926.10	(510.57)
Marketing Costs - Strategic	520.00	1,806.63	1,286.63
Website Costs	306.00	459.13	153.13
Subscriptions	58.09	380.09	322.00
Consumables	156.78	658.37	501.59
Sundry	24.00	0.00	(24.00)
Legal and Professional Fees	4,445.83	5,370.42	924.59
Till Differences	65.28	0.00	(65.28)
Bank Charges and Interest	1,056.83	1,514.62	457.79
Loan Interest	520.89	666.63	145.74
	<u>52,470.76</u>	<u>58,875.52</u>	<u>6,404.76</u>
Net Profit (Loss):	<u>(6,208.34)</u>	<u>910.98</u>	<u>(7,119.32)</u>

Head of Creative Opportunities Report

Date 23/5/2018

Key Performance Indicators

17/18 Q4

	Jan 18	Feb 18	Mar 18
Concerts / Screenings / Exhibition days	327	318	325
Audience attendances	12951	10609	12799
Development Sessions	172	258	265
Participations	915	1639	1963

17/18 End of Year totals

	Actual	Target	% Achieved	Variance on previous year
Concerts, Screenings, Exhibition Days	4,591	3,000	153%	-193 (4%)
Audience attendances	200,368	160,000	125%	-5490 (2.7%)
Development Sessions	2,163	1,300	166%	+234 (12.1%)
Participations	18,655	9,000	207%	-565 (2.9%)

SADA 17/18 Q4 report is attached in Appendix 1

Head of Production Report

Date 24/5/2018

Estates

- **Bonhoga**
 - Grounds maintenance taken in-house
 - BT fibre will soon be available in the area
 - M&E maintenance contract to be re-tendered
- **Mareel**
 - ICT review complete
 - SHEAP meter relocated and explained
 - ADT to upgrade pager base-unit and provide 5 new pagers
 - M&E maintenance contract to be re-tendered
- **The Garrison**
 - Energy Audit complete. Awaiting results, but already some interesting findings
 - M&E maintenance contract to be re-tendered
- **The Booth**
- **Other**

Operations

- **Cafe Bar upgrades**
 - Completed work
 - Sand and reseal floor (both levels)
 - New tables, chairs & lamps
 - Sofa upholstering (in progress)
 - Next phase
 - Upper Cafe breakfast bar install
 - Upgraded electrics along bridge
- Relocation of CCTV cameras to Front Desk
- Pre recorded pre-show announcements now in place
- PDQ connectivity issues now resolved
- Venue Management System successfully rolled out

Chief Executive's Report

Date 21/05/2018

Board Decisions

None

For Information

Operations

- JAQ process now complete
- GDPR fully compliant, all references to DPR being updated
- New EPOS for Mareel Cafe/Bar and Kiosk being explored, would also be rolled out to Bonhoga and The Garrison
- On going management issues with nefarious activity in Mareel Toilets
- Compensation received from Logan Air for Vasen flight disruption.
- New membership schemes launched with 12 and 3 month as well as subscription options
- RIDDOR report submitted regarding a H&S incident with the revolving door
- 6 events hosted during the Folk Festival

Key Dates for Trustees

- The Wallace Collection, Mareel, 9 June
- Student Showcase, Mareel, 20 June
- The Folk Weekender, Mareel and others, 5-8 July
- 2nd ShetlandMade Showcase, Bonhoga, 26 May - 15 July Featuring Neilanell, RoLo, Drawn By Monica and The Pottery, North Roe
- Community Promoters tour ONE MAN SHoE, 1- 3 June
- Aly Bain and Phil Cunningham 4 - 6 September

Funding

- **Creative Scotland**
 - Met with the Director of Strategy and Director of Arts and Engagement as part of the 3 islands, 5 RFO's meeting
- **Shetland Charitable Trust**
 - Chair and CEO meeting with SCT on Wednesday 30 May - Verbal update will be provided at the meeting of the Trustees
- **Highlands and Islands Enterprise**

- **Shetland Islands Council**
 - Negotiations are ongoing regarding the SLA for 18/19 with Shetland College
- **Other**
 - Bid submitted to the Robertson Trust to support wellbeing work
 - Bid submitted to Event Scotland to support Hogmanay
 - Met with the Programme Director for the Islands Deal as part of the 3 islands, 5 RFO's meeting
 - Met with the Head of Cultural Engagement and Culture Strategy, Scottish Government, as part of the 3 islands, 5 RFO's meeting