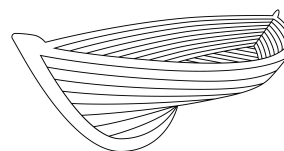


Shetland Arts Development Agency
 Board of Trustees Meeting
 Tuesday 4th May 2010 at 6.00pm
 Venue: The Mill Cafe, Bonhoga, Weisdale Mill



Shetland *arts*

AGENDA

Item	Description	Report	Item taken by	ACTION
1	Apologies and welcome	Verbal	Chair	Note
2	Minutes of last meeting			
2a	Approval of Board Minute for accuracy – meeting of the 18/03/10	Attached	Chair	Approval
2b	Matters arising that don't appear within the agenda	Verbal	Chair	Discussion
3	Finance and Management			
3a	Management Accounts	Attached	Director	Decision
3b	Directors travel update	Attached	Director	Note/ discussion
3c	Feedback from Arts Development Meeting format discussions	Verbal – background on Basecamp	Mark Burgess John Goodlad	Decision
3d	Trustee Artform Interests	Attached	Chair	Note
3e	SADA Rate Card	Attached	Director	Decision
	Large Scale Project Updates			
4	Mareel Project			
4a	Construction update	Verbal – background on Basecamp	Director	Note
4b	Operational update	Papers attached of meeting 26/3/10	Director	Note
4c	Hansel of Light: The Voyage	Verbal update	Director	Note
4d	Mirrie Dancers Project	Verbal update	Director	Note
4e	Creative Finance/ Creative Credit Union	Feasibility study update	Director	Note
5	Dates of future meetings			
5a	SADA Board Meeting: Tuesday 16 th June SADA Finance Sub-Group Meeting: Friday 7 th June 4.00pm Toll Clock Office		Chair	Confirm dates and venues for future meetings

CLOSED ITEMS

	Closed items from previous minutes matters arising	None	Chair	
A	Mareel cost report	Attached	Director	Note
B	Westside Cluster Development	Attached	Director	Decision
C	Shetland Arts Office Space	Attached	Director	Decision

SHETLAND ARTS MANAGEMENT ACCOUNTS 2009/10
Income

	Approved Board	Quarter 1 Apr - Jun	Quarter 2 July - Sept	Quarter 3 Oct - Dec	Quarter 4 Jan - Mar	Year End
	2009 - 2010 Budget for the Year	Actual April/May/June	Actual July/Aug/Sept	Actual Oct/Nov/Dec	Actual Jan/Feb/Mar	Total Income to Date
Drama	£ 4,500	1,177.39	4,952.90	0.00	0.00	6,130.29
Film Exhibition	£ 76,000	16,508.70	20,532.17	5,585.06	16,713.12	59,339.05
Music	£ 35,000	1,753.91	15,162.91	5,595.65	5,041.70	27,554.17
Craft	£ 1,500	660.00	0.00	0.00	0.00	660.00
Mareel Music Hall ticket sales	£ 0	0.00	0.00	297.96	0.00	297.96
Literature	£ 1,000	0.00	2,178.09	0.00	0.00	2,178.09
Garrison Programming	£ 3,500	415.65	69.00	0.00	0.00	484.65
Film Development	£ 8,300	0.00	1,680.17	445.65	0.00	2,125.82
Dance	£ 2,000	876.52	-504.35	0.00	609.36	981.53
Box Office/Programme income	£ 131,800	21,392.17	44,070.89	11,924.32	22,364.18	99,751.56
Bonhoga Exhibition Programme	£ 27,000	3,504.56	6,336.58	6,326.18	2,157.19	£ 18,325
Insurance Claims recovered	£ 0	0.00	0.00	0.00	0.00	£ 0
Visual Arts	£ 500	0.00	0.00	0.00	17,060.00	£ 17,060
Music	£ 19,000	6,528.50	12,196.84	455.54	7,934.77	£ 27,116
Film Exhibition (Screen Adv/Confectionery)	£ 12,000	0.00	0.00	4,508.65	2,008.89	£ 6,518
Literature	£ 0	342.99	6.99	6.99	61.17	£ 418
Venues (Garrison Hires/Creative S/P)	£ 22,000	3,744.57	7,059.70	1,460.29	9,395.74	£ 21,660
Craft	£ 0	60.00	417.39	65.00	203.14	£ 746
Film Development	£ 0	0.00	317.61	0.00	0.00	£ 318
Bonhoga Café	£ 54,000	18,332.08	20,002.90	10,348.76	8,450.37	£ 57,134
Bonhoga Shop	£ 28,000	5,545.23	10,011.88	9,463.04	3,257.95	£ 28,278
Ancillary Earned Income	£ 162,500	38,057.93	56,349.89	32,634.45	50,529.22	177,571.49
Dance	£ 500	0.00	0.00	0.00	150.00	£ 150
Music	£ 10,000	920.00	846.00	410.00	679.00	£ 2,855
General Income	£ 8,000	7,078.23	1,288.13	6,128.61	640.66	£ 15,136
Event hires including Festivals		0.00	0.00	25,762.71	0.00	£ 25,763
Other Earned Income	£ 18,500	7,998.23	2,134.13	32,301.32	1,469.66	43,903.34
Bonhoga Exhibition Programme	£ 550	0.00	0.00	0.00	0.00	£ 0
Drama	£ 500	0.00	0.00	0.00	0.00	£ 0
Music	£ 6,475	0.00	0.00	0.00	1,000.00	£ 1,000
Craft	£ 500	0.00	0.00	0.00	0.00	£ 0
Literature	£ 1,000	0.00	0.00	0.00	0.00	£ 0
Dance	£ 2,500	0.00	0.00	0.00	0.00	£ 0
Garrison Theatre Programming	£ 300	500.00	0.00	0.00	0.00	£ 500
Business Sponsorship	£ 11,825	500.00	0.00	0.00	1,000.00	1,500.00
Visual Arts	£ 11,500	0.00	6,029.24	0.00	0.00	£ 6,029
Drama	£ 6,500	630.46	152.50	0.00	0.00	£ 783
Music	£ 2,300	0.00	0.00	0.00	0.00	£ 0
Craft	£ 100	0.00	0.00	0.00	0.00	£ 0
Literature	£ 6,500	0.00	3,000.00	0.00	0.00	£ 3,000
Garrison Programming	£ 2,500	0.00	15.00	0.00	0.00	£ 15
Film Development	£ 10,000	0.00	2,085.00	0.00	0.00	£ 2,085
Dance	£ 6,000	0.00	0.00	0.00	0.00	£ 0
Bonhoga Exhibition	£ 500	0.00	400.00	0.00	0.00	£ 400
Strategic Projects	£ 10,000	0.00	0.00	0.00	0.00	£ 0
Trusts, Donations	£ 55,900	630.46	11,681.74	0.00	0.00	12,312.20
Strategic Fundraising Revenue	£ 156,803	39,201	39,201	52,268	26,133	£ 156,803
Revenue Scottish Arts Council	£ 156,803	39,201	39,201	52,268	26,133	156,803.00
Visual Arts	£ 1,000	268.52	1,448.41	15,902.00	0.00	£ 17,619
Bonhoga Exhibition Programme	£ 1,000	0.00	0.00	0.00	7,200.00	£ 7,200
Music	£ 16,000	4,500.00	15,615.58	1,476.29	0.00	£ 21,592
Craft	£ 28,400	11,430.00	-3,620.20	500.00	13,365.00	£ 21,675
Literature	£ 9,000	7,855.00	0.00	706.00	175.80	£ 8,737
Garrison Programming	£ 3,000	0.00	0.00	0.00	0.00	£ 0
Dance	£ 2,000	0.00	0.00	0.00	0.00	£ 0
Strategic Projects	£ 5,000	0.00	0.00	9,200.00	0.00	£ 9,200
Mareel	£ 5,000	0.00	0.00	0.00	0.00	£ 0
Mirrie Dancers	£ 0	82,500.00	0.00	66,000.00	0.00	£ 148,500
Project Funding SAC (Voted and Lottery)	£ 70,400	106,553.52	13,443.79	93,784.29	20,740.80	234,522.40
Visual Arts	£ 0	3,000.00	0.00	0.00	0.00	£ 3,000
Drama	£ 0	-2,000.00	2,000.00	0.00	0.00	£ 0
Craft	£ 0	0.00	0.00	3,606.00	0.00	£ 3,606
Literature	£ 0	0.00	0.00	501.30	0.00	£ 501
Music	£ 600	0.00	0.00	0.00	0.00	£ 0
Dance	£ 16,000	12,000.00	0.00	0.00	0.00	£ 12,000
Local Authority - Project Funding	£ 16,600	13,000.00	2,000.00	4,107.30	0.00	19,107.30
Strategic Fundraising-Revenue SCT	£ 785,736	386,688.00	0.00	386,688.00	0.00	£ 773,376
SCT Pnd Maint - Garrison Lights	£ 0	10,155.00	0.00	14,980.00	36,230.00	£ 61,365
Interest/Strategic Fundraising	£ 43,000	3,650.00	0.00	0.00	10,559.07	£ 14,209
HIE Shetland (Craft/Film)	£ 0	0.00	0.00	0.00	0.00	£ 0
Visual Arts - Mirrie Dancers	£ 0	52,284.00	0.00	0.00	0.00	£ 52,284
Film Development	£ 10,000	3,600.00	0.00	1,000.00	0.00	£ 4,600
People Development	£ 3,000	0.00	0.00	0.00	4,375.00	£ 4,375
Strategic Projects	£ 10,000	0.00	0.00	0.00	0.00	£ 0
Visual Arts	£ 15,000	15,500.00	55,682.65	1,000.00	10,000.00	£ 82,183
Creative Links SIC	£ 0	0.00	0.00	0.00	3,972.00	£ 3,972
Other Public Funds	£ 866,736	471,877	55,683	403,668	65,136	996,364
Total Income	£ 1,491,064	£ 699,210	£ 224,564	£ 630,688	£ 187,373	1,741,835.01

Expenditure

	Approved Board 2009 - 2010 Budget for the Year	Quarter 1 Apr -	Quarter 2	Quarter 3	Quarter 4	Year End
		Jun	July - Sept	Oct - Dec	Jan - Mar	
		Actual April, May, June	Actual July, Aug, Sept	Actual Oct, Nov, Dec	Actual Jan/Feb/Mar	Total Expenditure to Date
Management and Admin	182,313	44,943.56	46,162.66	43,870.35	43,138.46	178,115.03
Arts Development	304,730	70,820.05	80,536.08	75,959.11	76,635.72	303,950.96
Projects, Production and Events	235,281	63,315.46	62,062.33	64,765.40	49,498.47	239,641.66
General staff expenses	32,241	19,275.24	5,585.02	3,725.55	17,765.73	46,351.54
Training	14,700	2,986.78	6,060.31	880.23	2,766.00	12,693.32
Professional Membership	2,200	0.00	0.00	950.00	0.00	950.00
Volunteer Expenses	5,000	0.00	0.00	499.39	40.00	539.39
Recruitment and relocation	5,000	1,314.49	-1,313.10	205.60	168.15	375.14
All Staff Costs	781,465	202,655.58	199,093.30	190,855.63	190,012.53	782,617.04
Visual Arts	0	38,925.80	3,318.44	461.84	5,587.18	48,293.26
Exhibition Bonhoga	26,810	4,465.39	2,852.54	5,854.10	3,702.15	16,874.18
Drama	0	0.00	369.70	0.00	0.00	369.70
Film Exhibition	58,000	11,556.08	14,485.92	8,772.82	3,875.46	38,690.28
Music	23,000	3,879.13	6,789.95	2,162.46	657.30	13,488.84
Craft	10,000	0.00	800.00	0.00	24.00	824.00
Literature	0	0.00	3,421.54	0.00	0.00	3,421.54
Dance	0	0.00	2,170.80	0.00	0.00	2,170.80
Garrison Programming	18,000	3,003.46	5,777.97	3,045.78	1,505.21	13,332.42
Film Development	21,300	103.00	1,825.53	2,604.66	215.38	4,748.57
Programme	157,110	61,932.86	41,812.39	22,901.66	15,566.68	142,213.59
Visual Arts	0	876.73	2,349.75	898.22	205.60	4,330.30
Exhibition Bonhoga	3,920	493.66	146.80	265.39	68.32	974.17
Drama	0	288.49	263.08	82.50	0.00	634.07
Film Exhibition	4,000	1,441.81	722.54	840.77	225.25	3,230.37
Music	1,200	1,124.49	1,525.80	485.47	104.16	3,239.92
Craft	0	123.83	-37.35	0.00	0.00	86.48
Literature	0	0.00	3,241.81	0.00	0.00	3,241.81
Garrison Programming	0	1,182.98	224.32	0.00	141.66	1,548.96
Film Development	1,000	640.60	3,260.49	2,227.42	0.00	6,128.51
Dance	0	461.66	166.83	270.24	18.50	917.23
Mareel Music Venue Marketing	5,000	0.00	433.50	0.00	0.00	433.50
Marketing	15,120	6,634.25	12,297.57	5,070.01	763.49	24,765.32
General Marketing and Box Office	25,000	3,823.64	8,410.84	1,243.15	8,385.64	21,863.27
Visual Arts	38,000	0.00	119,649.48	6,122.30	66,375.53	192,147.31
Drama	21,775	3,160.27	2,226.02	1,033.70	213.00	6,632.99
Music	65,200	4,613.98	16,403.75	577.15	1,600.00	23,194.88
Craft	29,333	1,254.17	5,067.43	2,720.00	8,786.00	17,827.60
Literature	27,750	3,935.50	7,688.30	5,164.20	794.86	17,582.86
Garrison Programming	2,000	1,140.95	0.00	0.00	0.00	1,140.95
Film Development	4,000	0.00	7,488.90	703.33	0.00	8,192.23
Dance	35,500	7,187.23	729.50	6,006.58	1,614.87	15,538.18
Education	223,558	21,292.10	159,253.38	22,327.26	79,384.26	282,257.00
Visual Arts	0	1,102.00	9,658.03	1,558.79	0.00	12,318.82
Exhibition Bonhoga	0	847.57	485.26	110.00	0.00	1,442.83
Drama	0	3,339.20	405.09	390.29	0.00	4,134.58
Music	0	204.48	1,301.08	0.00	0.00	1,505.56
Craft	0	523.10	96.50	0.00	0.00	619.60
Film Exhibition	0	2,760.38	750.53	172.24	0.00	3,683.15
Garrison Programming	501	145.21	31.17	57.15	0.00	233.53
Film Development	0	0.00	2,881.24	0.00	0.00	2,881.24
Dance	0	890.00	160.00	119.63	0.00	1,169.63
	501	9,811.94	15,768.90	2,408.10	0.00	27,988.94
Garrison Theatre	33,300	8,519.38	15,427.79	19,218.86	5,769.95	48,935.98
Bonhoga Café & Shop	32,000	13,915.39	14,883.44	8,159.18	5,436.29	42,394.30
Toll Clock Offices	114,195	37,428.45	22,813.21	20,851.62	21,751.84	102,845.12
Weisdale Mill	20,287	5,339.39	6,059.59	3,892.92	2,956.74	18,248.64
Mareel	9,000	0.00	0.00	130.77	462.77	593.54
Creative Spaces and Places	15,000	0.00	1,199.49	1,214.71	0.00	2,414.20
Strategic development	25,000	6,568.67	51,788.10	36,718.47	0.00	95,075.24
Overheads	249,283	81,583.22	127,940.52	92,594.63	36,377.59	338,495.96
Contribution to reserve	0	0.00	0.00	0.00	0.00	0.00
Other Expenses	39,528	0.00	0.00	0.00	0.00	0.00
Total Expenditure	1,491,064	377,922	548,808	334,992	330,490	1,592,212

INCOME	1,491,064	699,210	224,564	630,688	187,373	1,741,835
EXPENDITURE	1,491,064	377,922	548,808	334,992	330,490	1,592,212

Actual Net Surplus/Deficit 149,623

Less Restricted Funds 128,780

Contribution to reserves/surplus 20,843

Add	Reserve/surplus	20,842.74
	Accrued Inc	43,469.48
		<u>64,312.22</u>
Less	Accruals	28,480.68
	Committed PO's	<u>9,020.49</u>
		37,501.17
	TOTAL	<u>26,811.05</u>

Following the finance meeting on Friday 30/04/10, listed below are additional detail on income/expenditure items:

INCOME

Other Earned
Income

Qtr 3 - Other Earned Income includes £25,762.71 'Himmelbla' income from Norwegian film crew. Suggested movement to Film Development code.

Other Public Funds

Includes HIE Graduate Placement £4,375 and HIE Feasibility Study £8,000.

Creative Links - Chomin Hardi workshops, Bonhoga Gallery transport schools, Drama workshops, Guitar Festival workshops.

EXPENDITURE

Mirrie Dancers

2009/10 spend £209,643

Overheads

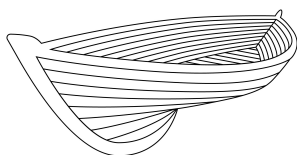
Strategic Development includes Creative Industries (Himmelbla expenditure)
Strategic Development includes Creative Connections Project £53,021.
Strategic Development includes The Voyage Feasibility Study.

ACTION:

As suggested, the income and expenditure of the Norwegian film 'Himmelbla' will be moved to the Film Development Codes.

There may be further alterations with capitalisation of items.

The auditors, A9, have pencilled in Monday ,10th May to start audit.



Shetland *arts*

To: Board of Trustees – Shetland Arts

04 May 2010

From: Director, Shetland Arts

1. Trips undertaken off island by the Director since last Board Meeting (18 March 2010)

When	Where	Why
31/03/10 – 07/03/10	Edinburgh Glasgow Edinburgh	31/03 AM Social Enterprise Network Scotland (SENCOT) Meeting at SAC 31/03 PM The Voyage draft feasibility report review at SAC 01/04 – 06/04 Remote working based at WASPS – provisional meetings with Burness Lawyers, GHA and WASPS 02/04 Meetings with Scotland based music and broadcast industry 05/04 Remote working – based at the SAC. 06/04 The Voyage Meeting with strategic partners: EventScotland and SAC. 07/04 GHA Mareel Meeting
14/04/10 - 16/04/10	Glasgow	14/04 A GHA Mareel Meeting PM Cultural Social Enterprise Network Meeting 15/04 daytime 2012 Olympics UK Cultural Programmers Meeting 15/04 PM opening reception of the Glasgow International Festival
21/04/10 – 22/04/10	Edinburgh	Scottish Government Social Enterprise Policy development: Gathering of participants of SG international development programmes: USA, Berlin, Genoa and Australia

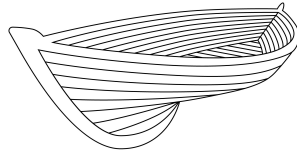
2. Director planned off island trips

When	Where	Why
12/05/10	Edinburgh	RSA Event: Andrew Dixon new CEO of Creative Scotland reflections of first two week in post
18/05/10 – 20/05/10	London	18/05 Travel and follow meetings with Make Happy 19/05 Broadcast and Beyond Conference 20/05 Follow up meetings with media orgs and travel
26/05/10- 28/05/10	Edinburgh London	26/05 Inaugural Cultural Social Enterprise Conference 27/05 Meetings with music industry representatives

3. Recommendations

The Board are asked to note the above report.

Gwilym Gibbons
Director: 04 May 2010



Shetland *arts*

To: Board of Trustees – Shetland Arts

04 May 2010

From: Director, Shetland Arts

CURRENT TRUSTEE ARTFORM INTERESTS

TRUSTEE	ARTFORM
Joanne Jamieson	Music, Film Development, Film Exhibition & Venues
Jim Johnston	Craft & Venues
James Sinclair	Literature
Johan Adamson	Music & Craft
George Smith	Drama
Mark Burgess	Music, Film Development & Film Exhibition
Robina Barton	Dance
John Goodlad	Literature & Visual Arts
John Dally	Music & Visual Arts
Leslie Lowes	Film Development & Drama
Joyce Davies	Film Development & Drama

BY ARTFORM:

Visual Arts: John Goodlad & John Dally

Craft: Johan Adamson, Jim Johnston

Dance: Robina Barton

Music: Joanne Jamieson, Mark Burgess, Johan Adamson, John Dally

Film Development: Joanne Jamieson, Joyce Davies, Leslie Lowes & Mark Burgess

Film Exhibition: Joanne Jamieson & Mark Burgess

Literature: James Sinclair & John Goodlad

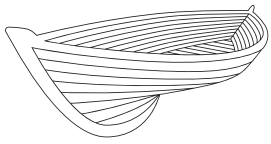
Venues: Jim Johnston & Joanne Jamieson

Drama: George Smith, Leslie Lowes, Joyce Davies

The Board are asked to note the above report.

Gwilym Gibbons

Director: 04 May 2010



**Shetland Arts
Development Agency**
Toll Clock Centre
Lerwick, Shetland ZE1 0DE

Email: info@shetlandarts.org
Telephone: 01595 743843

VAT Reg No: 671 2655 32
Charity No: SC037082

www.shetlandarts.org

Shetlandarts

Rate card

Why Shetland Arts?

Shetland Arts is a creative social enterprise with a team of highly experienced and skilled practising arts professionals. The consultancy service we offer never consists of more than 30% of the work that we do, so our staff bring up-to-date and actual experience to any job, with the fees you pay going straight back into supporting arts development in Shetland.

Need help?

Shetland Arts offers a free 1hr consultation to explore any creative problem you might have. We will chat through your needs, suggest solutions or options (if we know them) and explore ways of working together should you wish to take things further. No hard sell – we don't want to work with everybody. We like to have fun doing what we do and so look for collaborations that are good for all parties and that are founded on shared values.

Areas of expertise:

Shetland Arts has extensive expertise in venue, festival and events management, along with a team of dedicated art form specialists working in the following fields: Craft, Visual Arts, Drama, Music and Literature.

We can offer support in cultural policy and strategy development that is rooted in practical delivery of rural arts development. We have expertise in creative industry development, regeneration, community health and community safety.

We are an organisation with knowledge and skill across art forms, combined with a highly successful project management track record in projects big and small.

We will not be your usual consultants: our outlook is slightly different and shaped by where we live, the creative work we do and the creative people we work with.

Producing/directing and creating:

As an organisation of people who make art, produce creative ideas and see them through from concept to fruition we can offer a range of creative services that might include celebration events, performances, exhibitions or workshops in established venues or found spaces both inside and in the open air.

Rates:

As a guide to our rates please see below. Our rates are negotiable, based on time required, nature of work and time of the year. The rates below exclude VAT.

	Day Rate	Half Day Rate	Hourly Rate
Senior Consultant	£550	£300	£78
Project Management	£500	£255	£64
Arts Development	£460	£230	£58
Events, Festivals and Venues	£460	£230	£58
Design Services	£260	£140	£35
Discounts:			
Voluntary/community/charity	50%		
Public Agency	25%		
Commercial	None		

Minute of a Meeting of the Mareel Project Board (Operations) held at 4.00pm on Friday 26th March at Solarhus, North Ness Business Park

Present:

Gwilym Gibbons, Director, Shetland Arts (Chair)
Richard Wemyss, Events and Venues Manager, Shetland Arts
Bryan Peterson, Arts Development Officer – Music, Shetland Arts
Mark Burgess, Trustee, Shetland Arts
Robina Barton, Trustee, Shetland Arts
Leslie Lowes, Trustee, Shetland Arts (replacing Joanne Jamieson)

In Attendance:

Lynda Anderson, Office Administrator, Shetland Arts (minutes)
Stuart Robertson, Highlands and Islands Enterprise

Apologies:

Kathy Hubbard, Arts Development Manager, Shetland Arts
James Sinclair, Trustee, Shetland Arts
David Priest, Highlands and Islands Enterprise
Rick Nickerson, Cultural Spokesperson, Shetland Islands Council
Joanne Jamieson, Trustee, Shetland Arts
George Smith, Director, Shetland College

Item	Topic	Action
1.0	Minutes of the last meeting – 12/02/10	
1.1	Item 4.6 - Gwilym hasn't yet spoken to Joe Irvine (UHI) re intellectual property. Gwilym reported that Shetland Arts have been exploring IP - reviewing activity and practises to ensure attribution. Bryan will contact Joe, through George.	BP
1.2	Item 5.1 – No conversations have yet been held re entertainment for Total workers. Since last Operations meeting, the contract has been signed. Gwilym suggests encouraging Total to buy year tickets for workers, for cinema access. Stewart noted that this would involve conversations with contractors, rather than Total. He adds that Neil Grant has info on this through involvement in negotiations with Total. Gwilym will talk to Neil about this. Could set up interim deal with Garrison. Stewart notes that an entertainment block is planned at Sullom for the workers.	GG

1.3	The minutes of the previous meeting were approved as an accurate record.	
2.0	Operations Planning Update	
2.1	Gwilym showed Mareel Operations Basecamp page online. Governance structures are being reviewed. Have sought legal advice about change to Ltd company. Board has been asked to consider this, and conversations are being held with core funders. There are complex issues around how/when to make this shift, including ownership of Mareel. Currently have license to use the land but land not purchased yet. This could bring VAT liability complications – need to get this right because this is 17.5% of total Mareel spend. It will be 4-6 weeks before these governance issues are resolved and decisions are taken on how best to do this.	
2.2	<p>Review of outline programme (a due item on Basecamp) is still under discussion. Soft opening/celebrations will most likely be in June, between the Folk Festival and Tall Ships. Decisions are still being made on this. Business plan review is not yet complete. Basecamp due date is 7 days time, but completion in this timeframe unlikely.</p> <p>Marks asked if the opening will be SA event only, or if local promoters will also be involved. Gwilym answered that both will. Target of income will be the focus of all events, not who organises them. Mark asked if promoters are aware of this. Bryan replied that they are. Richard reported that Kathy is looking at potential user groups.</p>	
2.3	Gwilym reported that from 5 April this year, bookings will be taken for 1 July 2011 onwards. From Sept/Oct this year, bookings pre-July 2011 will be taken. Gwilym invited comments, questions to be made through basecamp, to which all files will be uploaded.	
2.4	<p>Licensing – Alcohol Sales Policy</p> <p>Liquor and entertainment/theatre licenses will be applied for at same time. Aim for them to be in place by Sept 2010. Applications will be placed early in case of problems. Working with lawyers in Glasgow on this. Provisional licenses will be awarded on the basis of receiving completion certificate by building control.</p>	
2.5	Gwilym tabled the Mareel Draft Alcohol Sales Policy and invited attendees to take away, and place comments on basecamp. The policy is dated 6 Nov 2008, which was when	

	SADA Board considered licensing to form current business plan. Will take comments on the policy at next meeting. As Operations Board for Mareel, need to consider if anything should be added.	
2.6	<p><u>Cinema Programming</u></p> <p>Programming will be provided by an external, established cinema server, so the cinema can hit the ground running. May review this in 2-3 years. This programme will support alternative content – streaming, film festivals. Main independent cinema providers are being considered, such as City Screen and Picture House. This will go out to tender. Don't need this in place until Christmas.</p>	
2.7	There will be an arrangement that Shetland Arts can provide own films. Both screens will be 3D enabled which adds flexibility.	
2.8	Mark asked about the role of technical staff. Richard reported that he visited cinema in Hull to see full cinema operations. Programming is set up at the start and can be operated from a laptop – films themselves, and lights up/down. Films can be set up at beginning of week for whole week. Technical staff will be responsible for this. Duty Manager will have knowledge too. Equipment can also be controlled remotely.	
2.9	<p><u>Venue Bookings</u></p> <p>Gwilym has already spoken with Tall Ships committee. Costs are being finalised.</p>	
3.0	<p>Artifax</p> <p>Richard showed online version of Artifax. The Events Team have set up a week in Mareel to explore scenarios.</p> <p>Bookings appear by room. All staff will have access to the programme. Rates show on the bookings too – which will vary depending on booking organisation, e.g. commercial rate and discounted voluntary organisation rate. Commercial rate will show as default – need to enter discount for reduced rates.</p>	
3.1	Equipment details will be also stored on the database, and will be barcoded. Bryan noted that this will be helpful for promoters, to access all info they need. Contracts can also be attached to bookings.	
3.2	Robina asked if staffing will be included in Artifax. Gwilym	

	replied yes, and that staff details can be allocated to specific events. Artifax will show how many staff are available. Staff can go online and note their availability.	
3.3	Richard showed files for Showaddywaddy gig, and demonstrated how technical specs can be attached to the booking. Bryan noted that Artifax will be linked to the Box Office. This will enable access to all costs. Still need to work out flat fee entries.	
	<p>Robina asks when Artifax use will start. Richard reported that the Events Team have been using it for the past 2 years. Richard shows Garrison Films. Mareel will be expansion of current use. Gwilym added that Artifax has become events industry standard.</p> <p>Mark asked about weekly/monthly financial reports. Richard confirmed that Artifax can do that. Can also look at seasons. Gwilym added that it can be linked to SAGE to enable BACS payments for example.</p>	
	<p>Richard noted that non-Shetland Arts events are also entered, such as Folk Festival, school holidays etc to avoid clashes.</p> <p>Les asked if AV Equipment for hire will be on Artifax too. Richard answered that it will. Media suite equipment will also be on there.</p>	
4.0	<p>Shetland Box Office</p> <p>Gwilym reported that the Box Office over the last 2 years has sold 50,000 tickets. At the moment, tickets are available in person (at Islesburgh) or by phone. The second phase is to sell tickets online. This is close to live. Soft launch next week. Gwilym showed the website as it currently exists. Gwilym demonstrated how to buy tickets/pick seats.</p> <p>Mark asked if the website will store financial details once people register. Gwilym said the rules have changed around this, so no. Paypal payments may be possible in future. Film trailers can be linked to the site, and to Facebook.</p>	
4.1	Gwilym explained that once picked, seats are held online for 15 min. Option to pick up at the door, or have posted out for £1. Plan on having automated ticket machines at venues. Not yet possible to print off your own tickets once bought. Some venues south work on barcode entry. Stewart noted that these kinds of technologies are only worthwhile if extra benefit.	

	When the website is live, will look at outreach, e.g. training staff in Leisure Centres. Offer incentives to B & Bs to sell tickets. By providing confirmation codes, could track where tickets are sold.	
6.0	Dates of Future Meetings	
6.1	Dates for 2010 meetings are at 4pm at Solarhus on the following dates: 30 th April 11 th June 23 rd July 3 rd September 22 nd October 3 rd December	
6.2	The meeting closed at 5.25pm	