



**Draft minutes for the meeting of the Board of Trustees
held on: Monday 12 April 2021 at 2.00PM via Zoom**

1. Welcome and Apologies

- Present: Stephen Lacey, Chair (SL); Anne Barclay, Treasurer; (AB) Barbara Chalmers (BC); Mandy Green (MG); Catriona McGhie (CM); David McMillan (DM), Julian Watson (JW).
- In attendance: David McDonald, DGU (DMcD); Rebecca Coggins, D&G Council (RC); Maggie Broadley DGU (MMB) - Minutes.
- Apologies: Frank Hayes (FH), Lucy McLeod (LM), Tabi Mudaliar (TM), Karen Brownlie, D&G Council (KB).

2. Minutes of last meeting

- RC - change required to D& G Council Report, conflation of 2 funding awards - amended.
- Proposed as accurate account of previous meeting by DM: Seconded by AB.

3. Matters arising

- SL - minutes available on DGU's website? DMcD confirmed
- SL - additional DGU signatories required - AB will progress
- SL - D & G Council has confirmed Service Level Agreement carried forward for 2021-2022. Copy has been received which requires signatures - SL & AB to act as signatories.
- DMcD - board had scoping discussion last meeting about providing letter to MSP's urging additional support be given to creative practitioners. Given further support had been announced SL & DMcD agreed letter not required.

4. Declarations of Interest

- None

5. Chair's report

- Freelance team has been very busy and will give full update but SL believes DGU is well placed for next stage in its activities.
- SL highlighted timing of **2nd bid to Creative Scotland (Creatives Unlimited)**. Original bid for 2 years, 1 year funded with invitation to submit application for Year 2 - have original priorities changed? Discussion around:
 - Input of DGU trustees - when would add best value? Timing of CU 2nd funding bid - although can be submitted before End of Project Report, DMcD recommends keeping as short a time period between the two as possible.
 - Original consultation process with trustees and pARTners group arrived at 3 strands which formed basis of programme. Feedback from 1st year's programme shows that these are still relevant (with potential to add one or two new elements). DMcD & MMB Suggest 2nd draft completed then arrange board review/input session.
 - Board agree to wait until 2nd draft completed then set up trustees meeting at the end of May. CMcG as one of Leaders Unlimited cohort, would be happy to help from a board perspective.
- SL will circulate a draft policy document in relation to payment to Trustees. The policy must and will adhere to OSCR's Guidance and Good Practice for Charity Trustees.

6. Treasurer's Report

- **Treasurer's report was sent in advance of today's meeting**
 - Deals with accounts until 31st March 2021 - end of financial year.
 - Notes provided clearly illustrate the difference between genuine savings and where differences are due to a timing issue (final award once completed End of Project reports or grants paid in advance/restricted funds).
 - Organisation's finances in a healthy position – no anticipated cashflow issues.
 - AB - thanks to DMcD for support, particularly this year, and to the whole team for keeping Creatives Unlimited budget up to date.

- No questions - board felt all clearly laid out and approved accounts to be sent to Carson and Trotter for AB and DMcD to arrange.

7. Arts Development Director's report - ADD report was sent in advance of today's meeting - DMcD highlighted 'top line' details as follows:

- **Accounts**

- David thanked Anne for her support as 2nd pair of experienced eyes on the accounts. Anne is sadly vacating seat on the board after next AGM and we need someone to take on the role of Treasurer.

- **Regional Arts Fund**

- Thanks to JW and RC for working with DMcD as assessors. Thanks also to MMB for her note taking on the day and supporting wording of award letters.
- Full day for assessment panel meeting - quality of applications continues to improve each year and sadly only funds to support 10 of 22 applicants.
- For every £1 the council invests and additional £5.37 is levered – evidencing the important need for the Council's RAF funding.
- RC - process is a very robust system, congratulations to all of you at DGU for the work contributed throughout the process. Also, thanks to applicants - the feedback offered is very helpful for future bids. RC will liaise with DMcD regarding arrangements for press release/photo opportunity
- RC confirmed there will be £50k for RAF round 9 (2022/23) - delegated authority to make decision regarding launch timing based on recommendation of DGU.

- **Together Again Season** - proposal has been agreed by council and fund launched.

- 12 enquiries to date. $\frac{3}{4}$ of enquiries coming from individual practitioners - started to slow down so DGU comms will put out another push on social media etc. Request that DGU trustees share with their networks
- ***See process as detailed in form provided with papers before this meeting.***

- There will a D&G Council representative sitting on the awards panel. A volunteer from Board is also required. DMcD will send an email to Trustees.
 - MG looking for clarification; if Covid-19 restrictions are still in place, what is the procedure for funded projects/events? DMcD - within application, provide a plan B if restrictions still in place (e.g. delay timing), or plan C (e.g. move to online delivery).
- **Royal Highland Agricultural Show**
 - DMcD and MMB met with Cathy Agnew
 - MMB updated trustees on amended delivery programme, budget increase and request for change of delivery and uplift in budget to THT.
- **DGU Membership Consultants brief** published - BC will help DMcD with recruitment process. Deadline for proposals is 21st April.
- **DG Life Awards**
 - ADD request to Trustees that DGU continues to sponsor the Cultural Champion Award. As detailed in ADD report, good value for investment with increased coverage over and above bi-monthly column (e.g. Leaders Unlimited).
 - BC: not just good in terms of advertising value but also editorial value. **Board agreed to continue with support.**
- Membership & Comms - overview statistics included in ADD report.
 - DMcD: Shared role with MMB working well.

8. Creatives Unlimited

- Report include within ADD report sent prior to the meeting.
- DMcD - end of project report almost complete - waiting on addition of final elements of programme before submitting.
- MMB provided short update on outstanding programme elements.
 - **Ebook**, 23 invitations for inclusion, 11 responses, all positive. Reminders sent and also gentle reminders for copy/images.

- **Downloadable funding resource** - finessing text and finalising list of sources/signposting.
- **Platform 5 min Film** - Celia Donovan's reading of poem sent in advance of the meeting. Extremely positive feedback from DGU team and board of trustees. Filming of footage and interviews now being scheduled for May with aim to finalise film in June. MMB will provide list of those confirmed to date as provided by James Alcock and TM.

9. Membership and Communications

- As per ADD's report

10. pARTners Group

- DMcD - 25th March last meeting. DMcD, Aiden Nicol, Catstrand and Amy Marletta, Upland. A roundtable update from those who were able to attend. Discussions resulted in potential film-making opportunities between Upland and Catstrand.

11. Report from D & G Council

- In addition to earlier update regarding RAF and the extension of DGU & D&G Council SLR, RC detailed the following:
 - **Funding awards for arts projects from Coastal Fund** - detailed at D&G Council Committee meeting on the 6th of April. Fund supporting development in coastal areas. Arts projects awarded funding - Birchvale Theatre £15,440 for St Peters Project (convert to new theatre); Shambellie House £20,000 (towards the creation of a centre providing art/creative classes and courses); Creetown Coastal Arts Festival £16,500.
 - **Visual Arts and Craft Makers Award** - funded by Creative Scotland and D&G Council and jointly offered with Live Borders. DGU acts in an advisory capacity on decision making panel. Awards were made in February; funds remaining so another round will be announced.
 - **Museums and Galleries in D & G about to be opened up**
 - **Cultural Strategy:** As a result of managing response to Covid-19, this has been put on hold but will be returned to in due course.

- **DGU attendance at D&G C Elected Members seminar** - postponed but this will also be re-arranged.
- SL thanked RC and wished D&GC good luck when things do open up - which is being keenly anticipated.

12. AOCB

- None

13. Date of next meeting

- First part of meeting on the bid and then business catch up
- Doodle poll to be circulated

14. Reserved Items

- No reserved items

3.10pm - Meeting ended