



Minutes of the Board of Trustees

Held at: Council Headquarters, English Street, Dumfries

On: Monday 23rd January 2017 at 10.30am

Present: Cathy Agnew (**CA**), (Chair), Anne Barclay (**AB**), Janet Brennan (**JB**), Bea Last (**BL**), Matt Baker (**MB**), Diana Lilley (**DL**), Davie McMillan (**DMc**), Carolyn Yates (**CY**), Stephen Lacey (**SL**)

In Attendance: Rebecca Coggins (**RC**), Harry Thomson (**HT**) David McDonald (**DM**), Clare Hanna (**CH**), Lyndsay Walker (**LW**)

1. **Apologies** were received from David Currie (**DC**) and Karen Ward Boyd (**KWB**)
2. **CA** welcomed all to the Board meeting.
3. The **Minutes from the last meeting**, having been circulated, were agreed.
4. There were no matters arising.
5. **DM** welcomed **CH** to DGU and said that she had already fitted in very well. **DM** talked through his ADD report, highlighting key areas. The DGU application to Holywood Trust has been submitted; the application is focused on a mapping and gapping exercise for Youth Arts across the region. **RC** confirmed that DGC is happy to match fund up to £4000 from the Strategic Arts budget. The outcome of this application should be known by the end of March.
Awards for RAF 4 have been made, with **RC** adding that a DGC press release should be out by the end of the week. **DM** noted that since compiling his report, Upland have withdrawn their application. A total of £23,500 is now available for Round 2 with a deadline for receipt of applications of 19th March 2017. **DM** called for the Board's assistance in spreading the word. **DM** added that there has been a 629% increase on the Council's original investment in the fund.

DM explained that one recipient of an award from RAF3 has since been unsuccessful in receiving their match funding and as a result, their project will not be going ahead. After discussion, **RC** suggested that the Board write to **HT** with a proposal that the allocated funds be re-allocated for future project funding. **RC** did note that these funds should have been spent by end of March 2016. **DM** added that, had this stipulation been known, it would have influenced the re-write of the guidelines.

DM asked **RC** for an indication of the level of funding available for RAF5; **RC** explained that £50,000 has already been approved, together with £25,000 drawn down from Creative Scotland funding. The final budget will be approved on 28th February so if there are to be any cuts; this should be known by start of March 2017.

DM explained that there has been a push to promote the new DGU funds, Innovate Create Cultivate (ICC) and Get Inspired Get Involved (GIGI); up to the date of the meeting, there had been one application to ICC. **CH** is looking at available opportunities for members, highlighting that funding is available. **DM** expressed the need for assistance from the Board in raising the profile of the funds. **LW** will contact new Ward Officers; **RC** suggested contacting Emma Berger at External Funding Unit.

DM informed the Board of Sid Ambrose's decision to tender his resignation. All acknowledged the hard work and commitment Sid had brought to DGU and thanked him for his contribution. **RC** confirmed that the brief for the new commission is now live; the closing date for applications is midday on Monday 27th February.

DM distributed a draft copy of his report to DGC on the work of DGU for 2016. **RC** added that it would be useful to add in examples of where DGU has provided support for both individuals and organisations; **RC** will send copies of the Convenor reports to **LW** for analysis. **DM** asked that any feedback on the report to be sent by Wednesday 25th January.

DM advised the Board that he is preparing the 3-year strategy document for DGU and will be looking for Board approval and sign off at the next meeting, at the end of March.

CA informed those present that **HT** has agreed, in principle, to buy in additional help, whilst the team is one commission down. **CA** indicated that there is a need to look at the budget and the team's workload to ascertain what additional help could be utilised moving forward.

There was a discussion regarding the low uptake on the RAF4 and DGU funds and **CY** added that these could be lost within the cycle of other schemes and events taking place. The possibility of directed workshops, specific to the funds, was discussed.

6. The Administration and Communications report was tabled. There were no new memberships to approve. **LW** asked if the Board were happy to continue approving applications by email; this was agreed.

LW asked that any feedback on the redraft of the membership letter be sent via email.

There was a discussion surrounding future DGU events; it was suggested that there be two smaller events, one in each region, similar to the Murmuration events last year, instead of a regional Conference. **AB** highlighted the underspend from the 2016 conference budget and suggested holding an event before the end of March 2017. It was suggested that there could be a short-term part-time commission for planning an event; this was agreed by the Board and **DM** will submit a brief to **RC**.

7. The Treasurer's Report was tabled. **AB** confirmed that **RC** has agreed a £10,000 drawdown. The Annual accounts have been submitted to OSCR. There was a discussion regarding additional cheque signatories and the possible use of introducing internet and telephone banking. It was agreed by all present that **AB** will pursue the possibility of having internet and telephone banking and that **CA** should be the additional signatory on the account; **LW** to send **AB** the Minutes to enable this process to commence.

8. **RC** reported that she has worked with **DM** on the RAF4 and Development Officer commission. The Gracefield consultation process has now closed, with over 1,000 responses to the survey; Louise Matheson, Senior Manager in Property & Architectural Services will report on the criteria and scope to the Members later in the year.

RC confirmed the appointment of 12 Ward Officers; **LW** will email to all highlighting the GIGI fund.

HT joined the meeting and he confirmed that he fully supported the allocations for the RAF4 awards and would be happy to recommend that the fund is devolved to DGU for their administration in due course.

There was a discussion surrounding developing an overall marketing strategy for the region. **CA** suggested that DGU propose a commission opportunity for a scoping project - **CA** will develop brief. The discussion moved on to the monitoring of ticket sales and gathering of information across the region. **HT** suggested inviting Ian Barr to a future DGU meeting to gain further insight.

9. **JB** highlighted the lack of a Chair's report in the Papers for this Board meeting; **CA** confirmed that she had nothing further to add to her verbal report, but would ensure this appeared as an Agenda item for future meetings.

RC mentioned the Community Development meeting, to be held at Woodbank on Wednesday 15th February. **SL** and **BL** to check their availability as representatives of the Board.

10. **CA** thanked all for attending and it was decided that the next Board meeting be held on Monday 27th March at 10.30am, venue to be decided.

11. There were no reserved items.

Meeting concluded 12:30pm