



**Draft Minutes for the meeting of DGU Board of Trustees
held on: Monday 17th May 2021 at 2.00PM via Zoom**

1. Welcome and Apologies

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

2. Minutes of last meeting

- SL - Minutes of the last meeting sent round in advance of the meeting. Minutes approved as an accurate record of the meeting.
- Proposer - JW
- Seconder- LM

3. Matters arising

- 1 Year extension to Service Level Agreement between DGU and D&G Council signed by SL & DMcD, which was accepted by D & G Council.
- Draft policy document in relation to payment of DGU trustees for non-Trustee duties to be discussed during Chair's report.

4. Declarations of Interest

- CM - will be starting the Youth Arts Advocate commission in June so asked if she should still attend Board meetings. All agreed CM should continue to attend as talking about principles rather than specifics. CM could absent herself if more detailed discussions on the commission were required.
- AB - Wigtown Festival Company has submitted an application to Together Again Fund.

- FH - working with Better Lives Partnership and might be involved in a proposal that may be funded by DGU-RAF.
- LM - provided letter of support to Emily Tough for her application to the Together Again Fund.

5. Creative Scotland application - Creatives Unlimited (CU)

- DMcD - several papers circulated in advance of the meeting; Draft Creatives Unlimited **Phase 1 End of Project Report** to Creative Scotland along with **2 versions of Phase 2 draft application** - abridged version with key questions reviewed by DMcD and full application for reference if required.
- Original CU bid was for 2 years but as a result of pressure on CS resources, the project was funded for one year and DGU invited to apply for 2nd phase of the programme. Draft bid therefore strongly relates to last year's programme.
- Considerable amount of work put into 1st and 2nd draft by DMcD & MMB, including ongoing consultation with pARTners group, contributors and participants. Draft CU application and programme strongly reflects DGU team's learning from phase 1 and remains relevant to **Distil** - Creatives Unlimited is the operational delivery of our strategic plan. Based on feedback and own experience, DGU team did not make wholesale changes, but some new elements have been included.
- Full discussion with the Trustees around CU's 3 key themes; Growing Leaders, Growing Ambitions, Growing Visibility and on the pattern of proposed activities.
- Additions and Omissions
 - Added the role of **Youth Arts Advocate** to 'Growing Leaders' theme and included the expanded role for **Digital Intern** (both funded by The Holywood Trust). **Emergent Award** / possible inclusion of a mentoring element in 'Growing Ambition' strand specifically as support to emerging practitioners - ties in with our 'growing the next generation of creative practitioners'.
 - **Commissioning a digital specialist** to scrutinise options for one stop 'digital window'/feasibility as part of 'Growing Visibility' strand; topic cropped up quite a lot in consultation discussions for D&G Cultural Strategy.

- Added '**Focus**', an online publication to communicate/showcase what is going on with our members across the region, Creatives Unlimited programme and DGU's overarching activities.
- **Platform film** showcasing the region's creative sector, commissioned as a replacement for taking part in a 'live' promotional event, is not required for the next programme.
- LM suggested that digital category within section c of the application form be checked as the proposal includes a significant digital element.
- RC suggested evidence being provided in addition to description of what's been done to add impact - examples will be included throughout the final application and in a separate document listing all stats and feedback data.
- Trustees agreed both draft End of Project Report and draft CU phase 2 application read very well.
- SL - Are we happy to approve 3 themes and spread of activities and that DMcD progresses completion of application? Approved by all Trustees.
- Some additional discussion around increasing prominence of Next Level webinars on DGU's website - review of website and digital platforms being undertaken. LM suggested using Link Tree to streamline work across website and social media and will send an example.

6. **Chair's report**

- Thanks to DMcD and MMB for pulling the application together. A lot of work has gone into it, including the programme development and delivery of phase 1 by the DGU freelance team.
- SL invited as DGU Chair to attend a 'meet and greet' seminar with new Chair of South of Scotland Enterprise - 1st June
- Draft policy on remuneration of Trustees outwith their governance duties - thanks to everyone for suggestions. Proposed to go with BC's draft with small additions, all in agreement. Approved - to be logged with policy documents (for Trustees).

7. **Together Again Fund**

DMcD updated the meeting.

- 29 applications received. Request for funds 150% more than available; 46 enquiries/36 application forms sent out. Decision panel meeting next Monday, thanks to LM and RC for volunteering to be on panel.
- Award decisions will be communicated to applicants by 31st March.

- Attached to the fund were 2 short term commissions PR specialist and Creative Producer (CP). PR commission filled but unable to appoint for CP role. Initial spike in CP takes place now and for next few weeks so no time to re-advertise.
- DMcD proposes to fulfill CP tasks. Reduce the level of fees to release additional funds for funding of projects. Keep a portion of the fee for potential of additional administrative time to support the project. DMcD suggested once the panel had met and the outcome of the decision making process was known future 'pinch points' might become clearer.
- Proposed uplift of available funds from £27,000 to £28,750 was unanimously approved.
- DMcD had made a request to D&G C for additional funds given volume/quality of applications.

8. Treasurers Report – 2021/22 draft budget

- The meeting reviewed the proposed draft budget – the management accounts will be formally reviewed at the next meeting.
- DMcD - 2021/22 budget dependent upon CS funding to balance. However, due to effective financial management we have some unrestricted funds available. Propose to utilise a portion for an uplift of the proposed budget for phase 2 of Creatives Unlimited and to keep the remainder in reserve to cope with any potential unexpected financial challenges. AB in agreement.
- The meeting approved the draft budget and proposal.

9. Arts Development Director's verbal report

- Verbal update had been agreed with SL in advance due to workload pressures for DMcD.
- DMcD is working with the Wheatley Foundation who have some funding for youth projects. Artists Rosie Priest & Adie Baako are delivering 2 projects and looking for 6 groups in total. DGU may receive a small fee for support work.
- **National Partnership for Culture (NPC), Workshop 2 Fair Work** - DGU asked to attend. MMB attended on DMcD's behalf. 5 workshops built around the fair work agenda. NPC will use the output from the workshop and subsequent feedback to shape advice to the Scottish

Government's Culture Minister. The final report will be shared once approved by NPC.

- **Creatives Unlimited** - filming started. On course to finish mid-June. As soon as phase 2 application review is complete, we can submit it to CS , there is no requirement to have submitted the CU End of Project Report for phase 1 beforehand, but it won't be far behind.
- **Together Again Season** panel and managing the admin of awards/award notifications is DMcD's priority for next few weeks.

10. Membership and Communications

- Things are still working well in terms of shared duties between DMcD and MMB.
- Tabi Mudaliar awarded consultant's commission and will deliver the following by the end of July 1) Membership Survey / Covid Impact Survey; 2) Comms strategy; 3) Membership Strategy; and 4) updating our media contact list. DMcD and RC have briefly discussed the possibility of DGU's approach/questions used as template for other pandemic impact surveys. RC will be reporting to Council committee at the end of June so it might be useful to dovetail with this. SL and all in agreement that DMcD and RC discuss and come back to Trustees.

11. pARTners Group

- No meeting since last board meeting - one due next Thursday so DMcD will report at the next meeting.

12. Report from D & G Council

- RC - D&G Council & DGU Service Level Agreement has been signed off.
- Draft report re Cultural Strategy referred back to committee in June - changed timetable (in light of Covid response focus).
- Museums & Galleries re-opened & Robert Burns Film Theatre re-opens tonight.
- Summer of Play, Scottish Government - Free activities for young people and families; outcome is to get children and young people out and playing. Fast moving fund, RC sent details end of last week - activities co-designed with young people. DGU shared on social media platforms.
- Regional Arts Fund has a nice piece in community bulletin.
- RC had informal discussion with Matt Baker (Dumfries & Galloway Leadership Group - overseeing the economic development) regarding the

economic impact of creativity. If there are more formal discussions, DGU will be involved.

- RC and Mary Morrison, CABN meeting with Creative Scotland regarding Visual Artists & Crafts Makers Awards - there may be another round.

13. AOCB

- None

14. Date of next meeting

- MMB to organise Doodle Poll - suggested meeting at end of June
- SL - With easing of restrictions, consider date for in-person meeting later in the summer

15. Reserved Items

- None

Meeting ended at 3.20pm.