



Minutes of the Board of Trustees

Held at: Woodbank, Dumfries

On: 9th November 2017 at 3pm

Present: Cathy Agnew (**CA**), (Chair), Stephen Lacey (**SL**), Matt Baker (**MB**), Anne Barclay (**AB**), Davie McMillan (**DMc**), Karen Ward Boyd (**KWB**), Carolyn Yates (**CY**).

In Attendance: David McDonald (**DM**), Rebecca Giblin (**RG**)

1. **CA** welcomed all to the Board meeting. **Apologies** were received from Rebecca Coggins (**RC**) and Harry Thomson (**HT**).
2. There were no declarations of interest.
3. **The Minutes from the last meeting** were approved.
4. **Matters arising:**

Internet banking was raised and it was agreed that it would be discussed within the Treasurer's Report.

5. **Chair's Report**

CA reported that she had attended a number of events since the last Board Meeting, including the Creative Scotland Place Partnership Reception on 3rd October and AGM on 9th October, and meetings with Articulate, DMcD and RG.

DMcM noted that the AGM was one of the best he had attended at one of the best venues. Clare Hanna's hard work in organising the AGM was noted.

6. **Recruitment of Board Members**

SL reported that the recruitment of new board members would be undertaken under the terms of the updated Constitution, which is not now bound by geography.
CA thanked **SL** for his work on the Constitution.

There are vacancies for up to four trustees. If there are more than four applicants, there will be an election process, which will be decided by the current Board members via email. It was also noted that the Board was not obliged to appoint any applicant if it was felt there were not sufficient relevant skills. It was confirmed that DGU members can act as proposer and seconder; it does not have to be a trustee.

A skills audit of existing trustees identified the following gaps:
communications/marketing; legal; finance; EDI; and monitoring and evaluation.

It was suggested that young people be encouraged to apply by targeting organisations, such as the youth practitioners' forum, education department and young arts groups e.g. Blueprint100.

It was suggested that training needs of the Board be considered after new trustees are in place.

RG will circulate the draft trustee form and accompanying email to the Board. Board members are asked to return their comments by Monday 13th November.

Applicants will return their completed form to **RG**, who will circulate them to the Board for consideration.

7. Arts Development Director Report

DMcD discussed his report with the Board, highlighting key areas.

250 copies of Distil were printed, around 100 were distributed during the Place Partnership events and Business Week.

There has been a temporary hold-up in the recruitment for the Development Officer (East) post as it has been removed from the Public Contracts Scotland portal by the procurement team at the Council. RC and HT are both aware and working with **DMcD** to resolve the issue. There has been interest from 10 or 11 individuals. The deadline for expressions of interest is Monday 13th November and for applications Monday 20th November. **RG** to add a note to the website asking interested parties to contact her until the problem is resolved. Interviews will be held on 29th November with **RC**, **SL** and **DMcD**. The hold-up should be mentioned when the SLA is being renewed at the end of the financial year.

Articulate has completed their consultation and provided a draft report. **DMcD** will share when further analysis has been undertaken and a framework put forward. Headlines from the research include: a youth arts strategy is required for the region; leadership could be improved; there are transport and accessibility issues; 50% of groups don't include young people in their planning (exceptions are YouthBeatz, WBF, Blueprint100, WFC). The report should be signed off before Christmas. **DMcD** suggested that the DGU Conference in 2018 have a focus on young people.

CY left the meeting.

RAF is still open for applications until 20th November. Board members were asked to promote via their networks.

The Place Partnership network event was very successful. **MB** noted that it showed the region working well together and that he has had requests for further visits from attendees. **MB** asked if **CA** could write to Janet Archer thanking the PP team for their support and involvement. **CA** agreed to do this. **CR** was thanked for organising the performers at the civic reception.

The Cultural Enterprise Office is interested in running a weekend residential course in the region in 2018: Develop your own practice. This is confidential at this stage until it is finalised. Those interested in attending could be signposted to the ICC fund to cover fees, travel and accommodation. **DMcD** will take this forward.

8. Treasurer's Report

The contents of the Treasurer's report were noted.

CA is required to sign-off the final accounts and **AB** will submit them electronically to OSCR.

It was agreed that **AB** should act as Secretary for this meeting and until the full board is in place. **KWB** will be added as a signatory to the bank account to replace Janet Brennan. This means CA, AB and **KWB** are the current signatories. **CA** is required to sign the Minutes from this meeting for **AB** to take to the bank to update the mandate.

DMcD will discuss the underspend of the Council's contribution in 2016-17 with RC before Christmas. This is approximately £8,000.

Two items for immediate expenditure were discussed:

- i. D&G Life Awards sponsorship – it was agreed that DGU would sponsor the visual artist category. **RG** to take forward.
- ii. Visit Scotland Expo, 11/12 April 2018, Glasgow – **DMcD** and **AB** to discuss further based on **AB's** experience there with WFC. DMcD will also have discussion with HT about possible match funding from MFES.

9. Communications

RG reported on the website audit she has undertaken. A number of options were proposed including: doing nothing; reverting to the old version of the website; commissioning a web designer to create a new structure and train RG to populate; commissioning a web designer to create a new structure and populate. The third option was agreed by the Board and will cost in the region of £750-£1000.

RG thanked **DMcM** for sharing Facebook posts and noted that more people are contributing content to the fortnightly ebulletin.

10. DGC Report

As both RC and HT were absent, there was nothing to report.

11. AOCB

No other business was raised.

12. The **next meeting** will be held at 4pm on Wednesday 20th December. **RG** to book venue.

13. **DMcD** and **RG** left the meeting for the Board to discuss reserved items.