



## Minutes of the Board of Trustees

**Held at:** The Usual Place, Dumfries

**On:** 18<sup>th</sup> June 2018

**Present:** Cathy Agnew (**CA**, Chair), Anne Barclay (**AB**), Davie McMillan (**DMcM**), David Smith (**DS**), Karen Ward Boyd (**KWD**), Carolyn Yates (**CY**).

**Apologies:** Stephen Lacey (**SL**, Vice-Chair), Katharine Wheeler (**KW**).

**In Attendance:** Rebecca Coggins (**RC**), Rebecca Giblin (**RG**), David McDonald (**DMcD**), Harry Thomson (**HT**)

1. **CA** welcomed all to the meeting. There were apologies from Stephen Lacey and Katharine Wheeler.
2. **Declarations of Interest**  
There were no declarations of interest.
3. **The Minutes from the last meeting** were approved.
4. **Matters Arising**  
There were no matters arising.
5. **Chair's Report**  
**CA** reported that she had attended the opening of the Kirkcudbright Galleries and congratulated the Council on its completion. **HT** confirmed that since the opening day when 900 people visited, the average daily footfall has been 450. She also attended the Knockengoroch Launch at CatStrand and a SoSEP consultation meeting. **RG** asked if any other organisations represented by the trustees had submitted a response to the SoSEP consultation. None had. **CA** stressed the importance of the creative industries and literary tourism at the Borderlands Conference. **HT** reported that the Borderlands initiative is looking at infrastructure in the first instance. She also had meetings with **DMcD**.
6. **Arts Development Director Report**  
**DMcD** discussed his report with the Board, highlighting key areas.

DGU Funds – Summaries of GIGI and ICC were presented to the board.

**DMcD** reported that systems are now in place to improve the process, such as turnaround times. It will be kept at four weeks as the grants are relatively small.

**CY** said that project end dates would be useful to know. **RG** will add these to the summaries and recirculate them to the board. **KWB** asked about promoting funded

projects. **RG** confirmed that these are on the website and that the communications strategy will include ways of sharing details of funded projects.

**RC** reported on the RAF and confirmed that this will continue as a collaboration with DGU. **DMcD** said that **MBB** would take the lead role. She is currently refreshing the application and guidelines and the plan is to launch soon. **DMcD** will discuss with the pARTners Group whether the DGU priorities need to change. There will be a minimum of £50,000 available with additional monies from the Creative Scotland Place Partnerships funding, Rebecca Coggins will confirm the amount as soon as possible. The fund was oversubscribed last year. **RC** reported that the main difference was that the maximum grant was raised from £5,000 to £10,000. **HT** suggested that the conference could be an opportunity to promote successes.

Freelands Artist Programme – the application submitted by DGU was unsuccessful, despite fitting the criteria well. No feedback was available. **DS** and **AB** both suggested that since the application was assessed then the information should be available. **DMcD** reported that it was a worthwhile exercise to collaborate on the application and that **MBB** had done a good job in her first weeks in the role.

Youth Arts Commission – **DMcD** is meeting the Articulate Trust on 22<sup>nd</sup> June to discuss the latest draft. The additional survey work that has been completed has improved the report. The final version will be delivered by the end of June.

South of Scotland Economic Partnership (SoSEP) – The pARTners Group and Creative Industries Working Group submitted responses to the SoSEP consultation. **DMcD** to share the pARTners Group response with the board.

Borderlands Arts Prize – **CY** asked if the prize would include all five areas covered by the Borderlands Initiative. **DMcD** confirmed that it would. **DMcD**, Mary Morrison from CABN and Jonathan Blackie (Northumberland) contributed to the proposal, which was tabled at a meeting on 15<sup>th</sup> June. **DMcD** awaiting feedback from Louisa McDonnell from the Scotland Office, which he will share with the board. **DMcM** asked if operational costs would be covered. **DMcD** confirmed that he had included a figure in the proposal and that everything was open to discussion. **CY** shared her knowledge of Cumbria, that it had strong rural touring, a different curriculum and delivery structure. There is also Council support and infrastructure that does not exist in D&G. She suggested that the level and quality of partnership should be set at the beginning of the project. **DMcD** suggested a dedicated session with the board if the proposal reaches the next stage of discussions.

**CA** queried the £10million figure as it's the same as what is thought to be available via SoSEP. **HT** suggested that the Arts Prize offers a visible 'quick win' for the Borderlands Initiative as new infrastructure is delivered over two years.

SURF – **DMcD** and Maggie Broadley (**MBB**) attended this meeting in Langholm. The next step is for them to recruit a facilitator. **DMcD** offered DGU's support with the process. The new arts organisation in Langholm is called OutPost Arts.

Team Away Day – an Away Day was held at the CatStrand, which was very positive. **DMcD** will now work on the operational plan, which will be built on the strategic plan. **CA** asked about progress in organising the conference. **DMcD** confirmed that **MBB** is leading on this and it will be in Oct or Nov. A working group will be established to contribute ideas. **KWB** agreed to be part of this. The Bridge in Dumfries was suggested as a possible venue. It is due to open in September. CocoaBean at Twynolm, Wigtown Festival Company office/County Buildings and Buccleuch Centre,

Langholm were also suggested as venues. **DMcD** confirmed that £7,000 has been set aside for this.

## 7. Communications

D&G Life Awards - **RG** has been approached by D&G Life to ask if DGU would sponsor a category of the D&G Life Awards in November. She thinks it would be a good use of the comms budget, given the coverage that will be provided in the run-up to the awards. DGU became a sponsor of the 2017 awards a few weeks before and still received good coverage. Getting involved earlier this year will increase the reach and coverage. The board agreed in principle to approving the £875 for the sponsorship, subject to the budget being signed off w/c 25th June. **AB** did not take part in the discussion as she is a judge for this year's awards.

Website - **RG** to recirculate the questions for the board to answer to put together bios for the website.

GDPR - **RG** reported that she attended GDPR training run by SCVO. She has written a privacy policy for the website with **AB's** help and is working on a data protection policy and data audit. A GDPR email was sent to 378 people and 135 resubscribed. Engagement on bulletins has increased from around 40% to around 60%. There are approximately 40 people who were engaging with bulletins who have not resubscribed. **RG** is working on identifying them so that they can be contacted.

Membership - **RG** is planning a campaign to increase membership to include: social media (there are currently fewer than 400 members but 700 Facebook followers and 1200 Twitter followers); using our existing network to increase our profile e.g. current members, trustees, pARTners, other organisations. The D&G Life Awards sponsorship will also increase DGU's profile. **RG** also to check historical lists held by convenors to establish if they are all members.

**DMcM** noted that the website is much improved and **CY** noted that the bulletin is very informative.

## 8. Budget

**DMcD** and **AB** are meeting w/c 25<sup>th</sup> June to finalise budget after **DMcD** has met **RC**. **DMcD** confirmed that DGU can deliver slightly more than last year despite the £25,000 cut in DGC funding. This is due to GIGI/ICC underspend and additional underspend from DGC. Fundraising will be a priority to ensure that the cut is not felt next year.

## 9. Treasurer's Report

**AB** asked **RC** that the next instalment of funding be drawn down in July to ensure sufficient cashflow. **CA** asked about progress re internet banking. **DMcD** to visit HSBC bank in Dumfries to take this forward.

**RC**, **CA** and **DMcD** will discuss the SLA in July. **DMcD** to email **CA** his thoughts before meeting takes place. **RG** confirmed that the new system for day to day accounts is working well and thanked **AB** for her handover.

## 10. DGC Report (RC)

Kirkcudbright Galleries – the Galleries opened on 9<sup>th</sup> June to good numbers and feedback. It has been dubbed a city quality gallery in a town of 3,500 people. The next temporary exhibition is Early Scottish Silverware from 7<sup>th</sup> July.

Gracefield Review – the next step is a detailed options appraisal, which is expected by the end of the calendar year. **DS** asked if Rosefield Mills was part of the options appraisal. **HT** confirmed there is a watching brief as access and parking are not sufficient at present.

Cultural Strategy – a graduate intern will be supporting this work. Interviews are in the first week of July. **DGU** and other agencies will be involved in the process. **CY** asked whether there was a good time to hold the conference from the Council's point of view given the consultation that will be taking place. **HT** suggested November would be a good time and this would help raise awareness of the consultation. **AB** suggested checking the date of the Third Sector Conference (and of other events) as this has been held in November in the past.

Area Committees – there is reduced funding for Area Committees, which has had an impact on arts organisations. Organisations should be aware that there may be further reductions in Council funding in the future.

VACMA – **RC** confirmed that funding had been secured from Creative Scotland to continue VACMA funding in collaboration with Scottish Borders Council.

Major Events Funding – **HT** confirmed that £170,000 of £250,000 major events funding is going to cultural events. Recent funded events include Eden Festival, Knockengoroch World Ceilidh, Spring Fling and Dumfries and Galloway Arts Festival. Stranraer Oyster Festival (Aug) and Electric Fields (Sept) are still to come.

Website – **RC** confirmed that the Council is working on an improved website for museums, galleries and cultural events. **AB** asked if it would include the cultural map. **RC** to confirm.

#### 11. **Trustee Recruitment**

The pARTners Group does not feel the need to have two representatives on the board. This will be confirmed at the next meeting of the pARTners Group, along with any suggestions of potential board members. **CY** will speak to Lou Davies at Dumfries and Galloway Arts Festival as she had some ideas for young people to apply to be board members. **RG** to share skills audit and identify any gaps.

#### 12. **AOCB**

**CA** asked if the board would write a letter of support for Tom Pow's Creative Scotland application for his A Year of Conversation project. **DMcD** will draft this and share with **DMcD**.

13. The **next meeting** will be held at 2pm on Monday 20<sup>th</sup> August at The Usual Place.

14. There were no **reserved items** to be discussed.