



Minutes of the Board of Trustees

Held at: The Usual Place, Dumfries

On: 20th December 2017 at 4pm

Present: Cathy Agnew (**CA**), (Chair), Stephen Lacey (**SL**), Matt Baker (**MB**), Anne Barclay (**AB**), Davie McMillan (**DMcM**), Katharine Wheeler (**KW**).

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

1. **CA** welcomed all to the Board meeting. **Apologies** were received from Karen Ward Boyd (**KWB**), Carolyn Yates (**CY**), David Smith (**DS**), Rebecca Coggins (**RC**), Harry Thomson (**HT**) and Cate Ross (**CR**).
2. There were no declarations of interest.
3. **The Minutes from the last meeting** were approved following a discussion of the trustee recruitment process.

CA thanked **SL** for conducting the process of trustee recruitment in such an open and transparent way. **DMcD** added that communication with unsuccessful applicants was also handled in a positive manner.

SL suggested a longer discussion about the process before any future trustee recruitment takes place. For example, the timescale for reflection by the incumbent board could be lengthened and one individual should not propose or second more than one application. **DMcM** added that any remaining skills gap should also be considered.

4. **Matters arising:**

It was agreed that **CA** will continue as Chair with **AB** as Secretary and **SL** as Vice Chair.

5. **Chair's Report**

CA reported the positive news that Creative Scotland's budget has increased. (Note: the discretionary Grant in Aid budget for 2018.19 is £38.91m, a 21.2% increase on 2017/18).

She also reported that the D&G Life Awards was a great event and that DGU had received good media coverage as a result.

CA has attended a number of events since the last Board Meeting, including the Captive Art exhibition at HMP Dumfries and a meeting with Dumfries and Galloway Council with **DMcD**.

6. Arts Development Director Report

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

ADO (East) Recruitment: the issue with the procurement portal has been resolved. The 12 people who previously expressed interest were duly informed. The closing date for applications is 5th January with interviews to be held on 17th January. The interview panel will be **SL**, **RC** and **DMcD**.

Youth Arts commission: **DMcD** will discuss the report at the next board meeting with suggestions for sharing the findings e.g. annual conference.

DGU funds: **DMcD** asked that board members share details of GIGI and ICC with their networks.

Suggested future events: funding roadshows and Social networking events.

Regional Arts Fund: **DMcD** has invited Mary Morrison of CABN to be a panel member.

Members' survey: the team is planning an Away-Day to look at various projects in more detail including the members' survey, website and communications strategy. Results from the survey will link into a DGU annual report and Service Level Agreement.

CPD: **CR** is collating the feedback that was received from participants from the Lawrence Kenny workshop, which was very positive. **KWB** suggested that a longer workshop be held and **DMcD** agreed to discuss ideas with the Partners' Group which can be included in the members' survey. **DMcD** asked if unspent board expenses could be used for a further CPD session for DGU members. Another suggestion was that ICC funds could be used if it is not all allocated.

DMcD also reported that the Cultural Enterprise Office is applying to the Creative Scotland Open Fund for a Design Your Own Practice workshop (or series of workshops) in D&G. DGU is a named partner on the application.

It was suggested that **DMcD** discuss reallocation of funds with **RC**.

Membership: Now that organisations can join DGU, there will be a membership drive in the New Year.

VisitScotland Expo18: It was felt that this was not the right event for DGU (the Major Events Group has also decided not to attend). **DMcD** to meet Caroline Robertson from VisitScotland to discuss another opportunity that exists to showcase D&G.

Arts Live: **DMcD** attended the Promoters Network event. 35-40 people attended **DMcD**'s session and positive feedback was received. **DMcD** will share the 60 second 'elevator pitch' he gave.

7. Treasurer's Report

The contents of the Treasurer's report were noted.

The annual accounts have been submitted to OSCR.

Banking forms have been submitted to HSBC. **AB** will investigate the process for registering for online banking.

DMcD and **AB** will meet in the New Year to agree future operational processes and it was hoped to have the budget confirmed by 25th January 2018.

8. **Communications**

This was covered within the ADD report given by **DMcD**.

9. **DGC Report**

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

10. **AOCB**

SL reported that the proposed changes to the constitution have now been approved by OSCR.

11. The **next meeting** will be held at 2pm on Monday 19th February. **RG** to book and confirm venue.

12. There were no reserved items.