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**Minutes of the Board of Trustees**

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

**On**: 21st January 2019

**Present**: Cathy Agnew (**CA**, Chair), Anne Barclay (**AB**), Davie McMillan (**DM**), David Smith (**DS**), Stephen Lacey (**SL**), Carolyn Yates (**CY**), Karen Ward Boyd (**KWB**)

**Apologies**: Katharine Wheeler, Harry Thomson

**In attendance**: Rebecca Coggins (**RC**), David McDonald (**DMcD**), Maureen Smyth (**MS**)

1. CA welcomed all to the meeting. There were apologies from Katharine Wheeler and Harry Thomson.
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:** Since the last meeting DGU has had Moat Brae Civic Reception, Creative Routes Conference and AGM, as well as DG Life Awards at Easterbrook. **CA** reported that last week she attended presentation by SIS (Social investment Scotland). SIS expressed interest in holding workshops and networking sessions in Dumfries and Galloway, and DGU can discuss further with them.

1. Arts Development Director Report

**DMcD:** Civic reception worked well at Moat Brae. The Dumfries Academy performance in the Education Suite worked really well. Attendees were excited to get a first glimpse of the venue. Good attendance. Nice way to ease into the conference next day.

Re feedback forms from conference, snapshot shows feedback was good, especially on the location of the event. **CY** noted registration was chaotic, lacked professionalism around name badges, and that background performance artists were not given enough recognition on the day. **DMcD** agreed. **SL** noted that the schedule was slightly cramped, with not enough time to ask questions. **CA** offered board’s thanks to team, and to the council for their help and contribution to the reception.

**DMcD:** Members’ inaugural survey deadline is 31 January. A summary was included in the board papers. Interesting points to note include support for networking events. There are some technical glitches on the survey, which will be sorted. **MS** confirmed a response rate of around 10%, CY noted that less than 30% response rate is statistically insignificant and that more responses are needed, and suggested personal email to all members. **DMcD** agreed, **MS** to action.

**DMcD:** Re DGU funds. To date, there have been 3 GIGI applications received, all successful, and 13 ICC applications, with 9 successful. Development Officer **Cate Ross** and **MS** to promote GIGI this week. There have been 19 RAF applications in total, with £107k requested, and a total of £577k in project costs. Proposed date for panel meting is 28 February. **RC** asked that Fiona Nimbly be able to join panel meeting in an observational role, and **DMcD** agreed.

**DMcD:** re Scotland’s Cultural Strategy – DGU are awaiting update from the Scottish Government.

**RC**: Dumfries and Galloway’s Cultural Strategy. In December, there was a DG Council call for expressions of interest to 2 reference groups to support cultural strategy. Replies were predominantly from cultural sector. There may need to be a further approach to other sectors in the community to gather a wider representation of interest. Shortly to attend a community development partnership meeting, which will offer an opportunity to target these non-cultural sectors. Plan to do short presentation on where the council is with reference groups and cultural strategy, and to test the outline to date. More work to be done in developing the planning for the reference groups. Will look further at the scope and aims, then look at high level actions, then consult and engage further. **DS** asked who would write the reference group strategy? **RC** confirmed it would be the project team. It will be created based on what the cultural and non-cultural sectors feed into the council. **CY** noted that museum and heritage sectors should also be represented. **RC** confirmed that there are 2 heritage representatives in the cultural group. She agreed that heritage is an important consideration in this process, and that in the engagement phase there will be further conversations around museums and heritage. At this stage, the council is looking for ideas to come in, which they then digest and use to shape the groups going forward.

**MS** reported good engagement through social media, well-received articles in DG Life and Our Wigtownshire magazines. Confirmed that drop-ins are being booked for February and March, venues and days to be confirmed. **CY** asked for stats on drop-ins. **DMcD** reported an average of 3 people attending per event.

1. Treasurer’s report and Budget

**AB:** Treasurer’s report shows that cash flow is fine at the moment, with over £30,000 in bank.

1. Budget

**DMcD** Explained that ICC and GIGI awards at the end of last financial year were not accrued into this year’s budget. A balanced budget can be achieved by reducing budget allocation to training and networking events.

**DS** asked why the budget shows no income from January to March. **DMcD** explained that the financial year’s final payment from the Council was received in December.

**DS** noted that it would be helpful to have budget showing on treasurer’s report.

1. Fundraising

**DMcD**: Meeting with **DS** and **CA** re application to Creative Scotland. fundraising. Spoke with Mary Morrison from CABN, as CABN has received funding for 2 years. MM shared info on their application. **DMcD** to focus on application in coming weeks, with the view to submitting to Creative Scotland by the end of February. Intend to meet with Karen Dick and Gary Cameron and possibly Philip Deverell in advance to discuss application

**DS** noted that DGU needs to raise more funding and that Creative Scotland could help. Noted that only 1% of RFO budget comes to this region, and while we recognise central belt gets more funding, DGU needs to try to increase funding in the region.

**DMcD** noted that DGU application fulfills vision of the Distil plan, covering Investment, Advocacy, Skills, and a successful application would deliver on Resilience also. DGU currently produces deliverables that speak to these aims, and application can cover more things that speak to the organisation’s aims

**DS** noted that the meeting discussed steps DGU could take to enable local organisations to step up and prepare for funding opportunities, and that DGU may be able to develop funding to help these organisations take risks. DGU may also be able to identify organisations that could step up. Also noted that a successful Creative Scotland application could augment DGU’s administrative capacity.

**DMcD** noted that he would becompleting the application shortly.

Application will focus on finding narrative around DGU activities we do, plus additional things the organisation wants to achieve, as per the Distil plan, including the potential of a risk fund.

**CY** noted that board should discuss, in advance of the application submission, DGU objectives, particularly given vulnerabilities, because further clarity is required on objectives. **DS** agreed that there should be an alignment between application and the plan Distil, and the board should help shape the proposal before it goes to Creative Scotland.

**CA** Board agreed that **DMcD** will draft application and bring this to a board away day, including a response from potential funders.

**CY** noted that when the board sees the draft, they can see the gaps in funding and can then pinpoint funders, that Distil currently has aspirations without an operational and budgeted plan.

1. DGC report

**RC**: Gracefield/new site update. 4 sites being looked at as alternatives. Brief has gone out to consultants. Brooms Road, Municipal Chambers and Nithbank are three other alternatives, alongside Gracefield. The aim of consultation is for council members to look at these options to see which, if any, they want to consider further. Council should know by end of the year what the direction of travel would be.

The council’s budget report is now available, and museums and the arts don’t feature heavily in budget cuts. Cuts needed of £16/17 million this year and £20 million next year, but the council is waiting to see what the Scottish Government budget is set at. Further information is expected in February/March, with some restructuring likely.

1. **Trustee recruitment**

Board agreed to approach Gwilym Gibbons to ask him to be a trustee.

**SL** Additional targeted call also required, to be done through DGU newsletter

**MS** to action trustee recruitment call out in newsletter.

1. **AOCB**

Board discussed continuation of sponsorship of DG Life Awards. **CA** noted **AB’s** declaration of interest. Agreed that the awards were a good networking opportunity. Board agreed to await outcome of funding applications before making a decision.

1. **Date of next meeting**

Date of next board meeting is Monday 25th March at 1.30 pm