



## Minutes of the Board of Trustees

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

**On:** 24<sup>th</sup> July 2017 at 1pm

**Present:** Cathy Agnew (**CA**), (Chair), Matt Baker (**MB**), Janet Brennan (**JB**), Stephen Lacey (**SL**), Davie McMillan (**DMc**), Carolyn Yates (**CY**), Bea Last (**BL**).

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

1. **CA** welcomed all to the Board meeting and introduced **RG** as the new Admin and Comms Coordinator (**ACC**). **Apologies** were received from Anne Barclay (**AB**), Karen Ward Boyd (**KWB**), Dave Currie (**DC**) and Harry Thomson (**HT**).

2. There were no declarations of interest.

3. **The Minutes from the last meeting** were approved, with a number of points clarified.

4. **Matters arising:**

**RC** clarified point 6. **RC** workload has grown and may not be able to maintain the current level of support for administering the RAF. The Council will explore devolving the RAF to DGU with possible assistance from the Council on its administration. **RC** to discuss with **DM**.

**JB** noted that Development Officer (**DO**) reports are not yet incorporated into the Arts Development Director (**ADD**) report. **DM** will work on a new format for the report and discuss at the next team meeting. **CY** suggested that the DO reports should report against the Strategic Plan's outcomes.

**JB** asked if the new sub-committee mentioned under AOB had been set up with terms of reference agreed. It was noted that this has not yet been set up.

**CA** confirmed that the design brief for the new Strategic Plan has not yet been drawn up and that sponsorship has not yet been sought.

5. **CA** reported on her activities since the last Board meeting.

**CA** reported that she had met with **RC** and **HT** to discuss underspend in DGU's administration budget and that it can be carried forward. This will be used to increase **DM's** days from 11 to 14 per month.

**CA** reported that she has had telephone calls with **AB** regarding the budget but that a meeting has not taken place.

On a recent trip to Edinburgh, **CA** noted that D&G based glass artist Amanda Simmons is showing at the Scottish Gallery and that DGU should be celebrating and championing local artists showing outside the region. She also visited the NMS and picked up information regarding the Galloway Hoard.

**CA** reported that she had received a proposal from Lawrence Kenny regarding a one day workshop he is offering free of charge as a pilot entitled *Artists as Leaders; Leaders as Artists*. There was a discussion regarding whether DGU should be seen to be promoting and endorsing this, whether it should be made available to the Board or the wider membership and whether it could be included as a break-out session at the conference. **DMc** noted that the opportunity should not be lost. It was agreed that additional information would help the decision. **CA** will circulate the proposal and Lawrence Kenny's CV.

- RC** reported that Council is currently in recess. The new administration has published a partnership agreement, which has been forwarded to **CA** and **DM**. The top line priorities remain broadly the same with additional detail around developing arts in Dumfries and the new gallery in Kirkcudbright. An arts and cultural strategy will be produced.

**RC** reported that the results of the Gracefield survey are on the Council's website to feed into an options appraisal and a report will be provided to Council members by the end of the year. **MB** asked who would carry out the options appraisal. **RC** reported that it had not yet been decided. **MB** commented that it was positive that an Archive Centre was back on the agenda and asked if it was linked to the town vision being led by Economic Development. **RC** reported that **HT** was part of that working group and that there would be a press release in the near future. **MB** suggested that DGU should make contact to offer support. **CY** reported disappointment that arts as a positive contribution to health and wellbeing was not included in the partnership agreement, especially with the building of the new hospital.

- DM** discussed his ADD report with the Board, highlighting key areas.

He reported that DGC was broadly in agreement with the new Strategic Plan and that the next iteration would be shared with the RAHWG. He asked that trustees forward details of designers they know who could be sent the design brief for the Strategic Plan. **DM** reported that the Place Partnership Network Group meeting will not fit with the proposed DGU conference and that **MB** is coordinating activities with Creative Scotland. **MB** noted that there is still potential for DGU to be part of the day and asked **RC** if the Council Chambers could be used for a civic reception in the evening (3<sup>rd</sup> October) and subsequent activity by arts organisations from the region. It was also suggested that the event be used for a soft launch of the new Strategic Plan. **MB** confirmed that CS has a budget for travel and hospitality during the day. **RC** will look into hospitality for the evening.

**DM** confirmed that **RG** had taken up the post of ACC and that she is currently working on a communications strategy and media audit as priorities. He thanked **RC** for turning paperwork around quickly.

**DM** reported that there had been a strong shortlist for the Youth Arts commission and that there were 8 applications in total, which is positive for DGU. The inception meeting with Articulate, the successful agency, will take place on 4<sup>th</sup> August. The research results may be shared at the conference. **CY** suggested that Articulate talk to Helen Turner, who organises the annual Working with Young People conference each November.

RAHWG: MB noted that the work done on the consortium bid to HLF's Great Places scheme was a very good indicator of how the sector works together and that the work can be used for future bids e.g. Townscape Heritage Initiative. He reported that there has been an offer from Savills to work on this.

Funds: **DM** reported that feedback had been taken into account and that updates had been made to the application forms, which should increase the number of applications. **Cate Ross** will lead on the funds. £750 has been carried forward as one of the successful project applicants did not come to fruition. Information regarding successful projects will be added to the website in due course. **DM** will check with **RC** that end of project reports are capturing the information required by the Council. **DM** suggested that 100% of the award be made upfront to reduce bureaucracy and build trust and that each project will have a lead officer. This will be helpful, especially if conditions have been imposed on the award. **MB** suggested using the LEAP structure as a template. **RG** confirmed that information is up-to-date on current projects. **RC** reported that the next round of RAF is coming up and that it may be devolved to DGU. She also reported that the next round of VACMA has been confirmed by Scottish Borders Council and that Upland will be the D&G partner.

**DM** reported that the keynote speaker for Business Week has been confirmed and that the Cultural Enterprise Office is looking to work more outside the central belt. This is a good opportunity to build a relationship between DGU and the CEO.

8. The contents of the **DO** reports were noted. **DM** confirmed that he would combine all reports into the ADD report and that a more operational report would be submitted to him than the one reported to the Board. **MB** mentioned that it was very good for the sector that CH was attending national events on behalf of DGU e.g. XpoNorth and the Cross-Party Group.
9. The contents of the **ACC** were noted. There were no matters arising.
10. It was noted that **membership** was included in the ACC report and that it does not need to be a separate agenda item.
11. The contents of the Treasurer's report were noted. **RC** confirmed that a payment of £11,500 had been made: £7,000 for last year's grants and £4,000 for the young people's project. **RC** and **DM** will confirm the schedule of payments with **AB**.

**CA** stated that she felt that budget management should be an operational task rather than a Board one; it was agreed that **DM** should take on responsibility for the budget following a handover meeting with **AB**. **DM** will still be working closely with **AB** as Treasurer. It was hoped that the Treasurer's role might now be able to revert to being strategic rather than so hands-on. There is no draft budget for 2017/18 as yet. This will be required for the AGM. **CA** will discuss this with **AB**.

## 12. **AOCB:**

The AGM must take place by mid-October. It was agreed that this would take place in the first two weeks of September to avoid a clash with Stranraer Oyster Festival, Sanctuary and Wigtown Book Festival. **SL** will draft the proposed change to the constitution and circulate to the Board in early August. **JB** will discuss the process with **OSCR** i.e. whether permission is required from **OSCR** before the AGM. **CY** suggested that the changes are proposed at the AGM and a verbal invitation is made to stand as a

Board member. Four new Board members are required. **DM** suggested that an additional activity could be included at the AGM e.g. a screening or tie-in to existing exhibition, rather than arranging a full Murmuration, for example. This will be discussed at the next team meeting.

RG will confirm arrangements for mail with Alex McMillan at Gracefield.

13. The **date of the next meeting**, if required, will be 4<sup>th</sup> September 2017 at 1pm. This will be confirmed by **CA**. Otherwise, **CY** suggested that the Board could meet before the AGM.

14. **RC, RG and DM** left the meeting for the Board to discuss **reserved items**.