



Minutes for the meeting of the Board of Trustees

Held on: Friday 29 April at 1.00PM via Zoom

1. Welcome and Apologies

- Apologies: Barbara Chalmers, Tabi Mudaliar, Davie MacMillan
- Present: Stephen Lacey (SL), Julian Watson (JW), Yvonne Barbour (YV), Catriona McGhie (CM), Lucy MacLeod (LM), Frank Hayes (FH), Mandy Green (MG)
- In attendance: David McDonald (DMcD), Maggie Broadley (MMB) DGUnlimited team, Rebecca Coggins (RC), D&G Council.

2. Minutes of last Board meeting: 02-02-22

- SL - Any questions re accuracy. RC attended and isn't recorded - DMcD to amend.
- Minutes proposed by LM, seconded by CM.

3. Matters Arising

- D & G Cultural Strategy - has now been approved by DGC Committee and is being prepared for publication. Awaiting statement from elected official and case studies. DGC working with Cultural Strategy Reference group on layout and design. RC - Thanks to DGU & particularly DMcD for support.
- pARTners group - to be discussed later.
- SL proposes to have a further half day 'in-person' session for in-depth discussion around our review of dstil.

4. Declarations of Interest

- None

5. Revisions to the remit for the pARTners group

- SL - notes of the previous PG meeting were distributed to DGU trustees prior to today's meeting.
- Those PG members who were not part of the original approach to DGU had an opportunity to input separate viewpoints. Generally, the meeting had been positive and constructive.
- Notes of the meeting had been sent out to PG. MB suggested amendments; SL agreed to all apart from two key points which will be discussed later.
- Alexandra Little, new Chair of DG Arts Festival made a request to join the meeting - usually only one rep per organisation. SL invited AL to attend the meeting as an observer. AL requested a follow up meeting with SL and DMcD, which has been scheduled.
- An in-depth discussion took place, with the following key points and actions:

Two decisions for DGU to make regarding the PG and how it operates.

1. Should DGU provide Chairing and administrative support for every PG meeting?

- Previously DGU chaired and note taking had been rotated between PG members without any issue.
- Points discussed included: the capacity of DGU given it remains under-resourced, examining benefits and drawbacks of DGU taking on sole responsibility for administration, determining ways of supporting the DGU freelance team's representative to navigate being Chair, note taker and contributor. LM suggested that one of DGU trustees could act as chair which would free up DGU Arts Development Director/Programme Manager to participate. SL highlighted the need for a note-taker, perhaps requirement to buy in admin support.
- Those present agreed to propose that **a)** one of the DGU trustees attends PG meetings as chair, **b)** DGU provides the notetaker and **c)** we examine how this might be resourced.

ACTION: SL to relay to PG.

2. PG requested statement detailing function of and reporting mechanism for the PG representative on DGU's board of trustees.

- SL asked for nominations to represent PG on the DGU board of trustees, as per DGU constitution. MB put himself forward, which was approved by the PG with the above request for clarification before MB joined DGU board of Trustees. (The PG members wanted to play an active role in the review of *Distil* and be regularly updated.)

The following points were discussed by trustees:

- The role of the PG representative on DGU board of trustees is wider than solely reporting on issues raised at the PG meetings; they are full trustees and can comment on issues outside PG discussions, therefore must follow the same guidelines/code of conduct as all charity trustees.
- MB has suggested several times that DGU adopt an organisational structure like the Edinburgh Festivals model. Trustee discussions reflected the view that DGU is a very different organisation with a broader community of interest. Such a change would need a re-write of DGU constitution and a members vote.
- In terms of changes to the role of DGU's PG, consideration is required in terms of broadening the representation of the PG whilst acknowledging that whatever is agreed now may change as the review of *Distil* progresses, the D&G CS Partnership for Culture (PFC) delivery model is determined, and the impact of wider initiatives and networks becomes clear.

Action - SL will draft a document and send to DGU Board for approval before forwarding to PG. It will detail PG representative responsibilities and communication channels. PG will be a standing item on DGU Board meeting agenda, PG representative feeding back on PG discussions, with the DGU team also contributing to discussions and feeding back.

6. Review of DGU Strategic Plan, *Distil*

- DM updated on progress and proposed timetable, which will be dependent upon other developments. DGU Members Survey will be very important. This is an exciting time for the region, would be helpful to include some specific questions to our members about what is important to them (in terms of new strategic plan). As well as consultation with PG, DGU also consulting with external organisations and stakeholders, including SOSE and Creative Scotland.
- Agreement that a lot of unknowns could impact on the review. There was a strong feeling voiced that the views of DGU members will play a vital part in the review and that our organisation will ensure the opinions of individuals, smaller collectives, emerging, and established organisations are represented in the re-iteration of *Distil*.
- Suggest that another in-person DGU Board and team meeting is held to specifically examine the previous 4 strategic aims included in *Distil* - How did we perform? How might we change?
- **Action** - DMcD will set-up Doodle poll, fix a date and location for face-to-face meeting; look at additions to DGU Members Survey then send out to members before the Board away day.

7. Management Accounts

- DM - still in the process of handover. Watching brief for YB until Anne Barclay, outgoing treasurer, completes hand-over authority. Management Accounts completed by DMcD who is confident these are accurate. YB and DMcD have been exchanging emails and keeping up to date with transactions - YM agreed good dialogue with DMcD. There are no cash flow issues.
- Management Accounts accepted and approved.

8. Arts Development Director & Programme Manager - verbal update

DMcD

- **Review of *Distil*** included in Agenda item 6
- **Remembering Together Covid Memorial** - DMcD and RC have been working with John Saich of greenspace scotland, who has been very flexible and supportive. Creative Brief and Memorandum of Understanding agreed, commission opportunity to be advertised soon - appointment of an individual/ organization or consortium to undertake the visioning process, which will be driven by a co-creation approach with communities across the region.
- **Regional Arts Fund** - Difficult decisions made, good applications with valuable feedback from panel, particularly for those unsuccessful applicants. Thanks to FH and RC for being on the panel (RC & FH thanked DM - organisation and support made the process enjoyable).
- **Together Again** - only 2 events left to deliver after deadline extension due to COVID. Last photo call took place at Julie Hollis's gallery, Cloud 9, in Kirkcudbright. Really great feedback about the fund and DGU's role from those who have been funded to deliver projects.
- **SOSE** - have commissioned EKOS to map out creative freelancers/refresh of 2014 survey. DGU has been consulted but further workshop that was planned for next week has been postponed.
- **Creative Scotland Recovery Fund** - £18.5k award to DGU. Broad brush application but the premise behind it is to build capacity into DGU for a short period of time, for example bringing additional resource when reviewing *Distil* or contributing to the PFC. All congratulated DMcD for his work and dedication.

MMB - Creatives Unlimited

- Partly because of continuing Covid disruptions, CU programme delivery is

behind schedule. TM & MMB taking steps to mitigate, for example having 2 events/activities in one day which will ensure the CU programme finish as originally planned.

- Emergent Awards to be launched soon (for creative practitioners 30 years and under to support professional development/mentoring). MMB working to support Youth Arts Advocate and Digital Intern.
- SL - is there a DGU conference planned? Yes, included in CU programme - team will be discussing/planning content/delivery soon.

9. Report from D & G Council – RC

- **Local elections** and key elected members stepping down mean a change/change of key people involved committees/committee structure. Officers are continuing their work. D&G CS already covered but RC will continue to work on that and support Lee who is D&GC lead.
- **RAF** - as per ADD verbal update.
- **DGU Service Level Agreement** - will be very useful for D&GC to be involved in discussions/*Distil* review. RC - proposing SLA is extended for another year until SLA is re-examined considering DGU review and wider cultural strategy.
- **D&GC Major Festival and Events Strategy** - Ian Barr is leading on a review/new version of this. DGU involved as part of the events partnership.

10.AOCB

- None

Date of next meeting

- Subject to Doodle Poll

11.Reserved Items

- RC, DMcD & MMB left the meeting.