****

**Minutes of the Board of Trustees**

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

**On**: 29th October 2018

**Present**: Cathy Agnew (**CA**, Chair), Anne Barclay (**AB**), Davie McMillan (**DM**), David Smith (**DS**), Stephen Lacey (**SL**), Katharine Wheeler (**KW**)

**Apologies**: Carolyn Yates, Harry Thomson

**In attendance**: Rebecca Coggins (**RC**), Cate Ross (**CR**), Maggie Broadley (**MB**), David McDonald (**DMcD**), Maureen Smyth (**MS**), Fiona Nimbly

1. CA welcomed all to the meeting. There were apologies from Carolyn Yates 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** reported on a useful trip to Africa, with good connections made.

Successful attendance at cultural strategy conference in Kircudbright.

**CA** also offered **DMcD** congratulations on his reappointment.

1. Arts Development Director Report

Community Choices bid was unsuccessful. Written feedback said that the application was solid and ranked highly but the assessment Panel noted that the quality of all the applications had improved significantly compared to the previous two years. Our bid has been put on a reserve list should any funding come online this financial year.

GIGI (Get involved Get Inspired) launched after unsuccessful bid (as was to be used as match funding for the Community Choices project). Rolling deadline for GIGI up until February 2019. No applications as yet.

ICC fund proving popular – 6 applications so far, with 5 approved. Allocated just over half, so as popular as last year.

Regional Arts Fund (RAF) launched last Wednesday – RC gave brief statement, promoting this. Also, expressed gratitude for trustees promotion and signposting of RAF. Last year was over-subscribed with great projects. This year’s deadline is December 10th with awards made known in March 2019.

VACMA – update from MB who attended VACMA panel meeting. Only one application approved, but lots of useful feedback given to others.

Borderlands Initiative – Creative Champions not on shortlist for ‘head of terms’ yet but has been placed within the ‘Place’ theme. Creative Industries not really represented in the Borderlands Strategy, but DMcD confirmed DGU would keep pushing for a focus on it. DS observed that DGU should try to shape promotional activity, to support small creative businesses, such as attending photo shoots. DS asked if business mentoring can form part of the Creative Champions and DMcD confirmed that it’s written into the Creative Champions proposal, but there’s a tension as Borderlands Initiative is focused on capital funding. SL observed that this was the reasoning behind the attempt to introduce an arts prize, and that the scheme submitted is a compromise but closer to what we want whilst still tying in with Borderlands and support for DGU to take a lead role.

Cultural Strategy for Scotland – DGU and The Stove’s cultural strategy consultation sessions both went well. As well as responding to the online consultation process DGU wrote a letter to the First Minister and Cabinet Secretary for Culture which received a standard civil service response.

KW noted she has been asked to speak to Creative Scotland, but as a freelance visual artist (not as member of Stove). RC and DMcD also attended the VOCAL-led consultation session for local authorities.

Youth Arts Framework commission – positive session with pARTners Group. Next steps Abby Gray from National Youth Arts Advisory Group will make a ‘Call To Action’ at the Creative Routes conference. The group felt it would be great to recruit a young person in a paid position to help drive the next steps on the framework with support from the pARTners group. A scoping scoping conversation with The Holywood Trust is planned.

RC spoke about LEADER Amaze me –good practice example, and DGU could potentially partner with them to gain young people’s perspective.

Comms update – SL noted that it was good to see social engagement. MS confirmed she will ask for stats for website for next comms report

1. 2018 Conference

Programme for Creative Routes is almost finalised with a couple of confirmations pending.

Maggie ran through the running order of the day.

DS offered to contact Lynsey Smith at the British Council regarding her involvement in the afternoon panel discussion on support structures for creative practitioners.

RC asked if there could be opportunity to promote RAF, and it was agreed that RAF/council could have a stand

CA noted that board papers have to go out 3 weeks prior to AGM, ie 14 November.

1. Development Officer’s report

Report presented to board.

Priority at the moment is supporting conference.

In addition providing support for applicants to ICC, as well as signposting to funds.

Finalising the DGU Members Annual Survey. Cate asked for volunteers to ‘test drive’ the online form. CA asked that the draft survey be sent to all board members.

CA asked for statistical evidence to quantify development officer activities, for example the number of instances of support and the outcome so we know what difference we’re making.

1. Treasurer’s report

Report presented to board.

Accounts need to agreed and singed off at AGM.

Items to be reviewed include board appointment and resignations, for example of Fran Raw and Graham Main. MS to find information on this.

Board to forward comments on accounts to AB

DMcD to forward accounts electronically to MS

1. **Budget**

Re costs of civic reception for the Creative Routes conference to be held on evening of Tuesday 4th December at Moat Brae, DM confirmed council contribution of £500, towards costs.

1. **Fundraising**

Application pending to the Holywood Trust seeking support for conference.

DMcD to start drafting an application to Creative Scotland’s Open Fund as soon as possible. Has contacted Mary Morrison of CABN to share insights. DS AND CR volunteered to assist with the application.

1. **Strategic Plan reporting**

DMcD presented spreadsheet that shows how to map delivery against strategic plan DS asked if this can be updated for every board meeting. Discussion on issue of capacity. KW noted that it is useful to see strategic plan expressed in this way, able to see progress and gaps. SL noted that the meeting’s agenda shows DGU is making progress towards the strategic goals.

SL reported that DGU had been asked to look at its strategic plan and its goals, to identify priorities, and what can the ADD realistically be expected to do. Board members will be asked to identify their priorities within the plan. SL and MS to action this.

KW suggested the Board should set aside a half day to look at this. SL agreed

CA asked board members to please identify three priorities by 9 November and feedback to SL and KW, with half day meeting in new year to discuss further.

1. **DGC report**

RC reported on council’s budget consultations in next few weeks. Council has to save a lot of money and so far no further cuts for arts (hopefully no more than £25k to DGU over next 2 years, as well as this year’s cut)

Fiona Nimbly, in attendance, is graduate employed to work on Cultural Strategy, looking at research and engagement plan. Draft by June 2019 and final approved by Dec 2019. Looking at key regional representations for reference group. Then looking at stakeholder and community engagement.

Gracefield Arts Centre - a brief to be drawn up for consultant to look at other ways of providing what Gracefield does but around the town centre but due to personnel changes this is yet to be actioned. staff. Problems with other major buildings like DG1 and school campus RC noted Rosefield Mills is looking at an exhibition space but not sure how this would work for council in terms of access.

Regional Arts Fund - send info to MMB re investment/what’s been achieved in previous rounds.

1. **Trustee recruitment**

KW observed that it would be good to have a young person on the board. SL explained that DGU board can’t just invite, it needs to send out a call, however board can prompt individuals to apply (for a 3-year period). AB said she’s due to step down, can stay through to end of financial year. SL confirmed board members can have several 3-year terms.

DS asked if we have time to put out an advert for trustee recruitment before AGM. CA confirmed we can. MS to action.

1. **DGU Commissioning Policy**

Stephen Lacey – leading on commissioning and contracts for freelancers. Stephen L completing policy statement and structure.

DGU need to draw up its own contract template. RC will check council records. DS said The Stove has great commissioning contract – KW to forward to SL.

1. **AOCB**

None

1. **Date of next meeting**

10AM, Wednesday 5th December 2018 AGM at GG’s Yard, Laggan

1:30PM, Monday 21st January 2019, The Usual Place

1. **Reserved Items**

DS would like to see case studies along with Dev Off reports.