

Minutes for Meeting: Board Meeting **Date:** 16th September 2015

Minute Taker: Katy Saunderson **Chair:** Karen Sheader

Present: George Wallace, Karen Sheader, Geof Armstrong,

Apologies: Pauline Heath, Irene Robson

Who	When
GA	<p>Minutes of last meeting: Matters Arising</p> <p>Several meetings have unfortunately been cancelled this year due to disruption within the organisation. That being staff and members leaving, resulting in increased workloads for GA & KSa whilst the organisation is again stabilised. Scheduling has been difficult and so smaller informal meetings have been held throughout this time.</p>
	<p>We are saddened to report that there have been a number of resignations from the board. Gemma Lockyer due to family commitments; Bill Norman due to other board commitments; and Paula Greenwell due to ill health.</p>
All	<p>The board would like to thank Gemma, Bill and in particular Paula, who served on the board for several years, for their contribution to Arcadea.</p>
GA	<p>HUB Fees – People are mostly in line with one another now with only one or two left.</p>

Who	When
KSa	<p data-bbox="353 185 1957 331">NCVS, Heritage, PAN, Young Womens Group – unfortunately for the aforementioned reasons there has been no time to take up these projects, though they are very much still on the agenda.</p> <p data-bbox="353 392 2074 799">Met with CVS to look at updating accounting systems to Sage. Due to the complexity of our requirements the basic package is not suitable. The software would cost from £25pcm on the cloud, with training also being a requirement at £260 per day (-50% plus VAT) for 2-3 days. If the software could be purchased (approx. £500) as a one off a dedicated laptop would also have to be purchased as it is not mac compatible. That is just to cover the basic accounts, to get the best results the payroll software would also have to be added at additional expense.</p> <p data-bbox="353 863 2033 1007">Due to the recent financial strain added to the organisation this was not taken any further and additional funding would have to sought to revisit this in the future.</p> <p data-bbox="353 1070 1984 1214">Trustee insurance has now been added to our existing policy, though CIO status is something that we again need to look at to offer the board greater protection.</p>
GA	<p data-bbox="353 1281 1641 1326">Square Peg – application was unsuccessful on this occasion.</p> <p data-bbox="353 1382 1984 1469">Transport policy is still needed. It is touched on the safeguarding policy and staff do not transport members.</p>

Who	When
	<p>£100 minimum payment to be increased to be workable.</p> <p>The fire policy has been updated following our recent incident.</p>
All	No matters arising.
GA	<p>PAN Disability Meeting</p> <p>Disruption in the organisation has halted progress of the PAN Meeting. The board need to clarify the objectives.</p>
KSh	We need to ensure it is a broad discussion rather than just individuals issues.
GA	<p>Need to ask: what should we do? What is the future of disability arts?</p> <p>The funding is no longer available for the personal support of artists that was previously carried out by the organisation.</p> <ul style="list-style-type: none"> - Is inclusion the way forward? - Is it what we want? - Are we still separatist? - Collaborative? <p>Artists need to organise themselves, we can provide a meeting space.</p>
KSh	Support needs to be varied depending on medium.

Who	When
KSa	<p>Previous problems encountered when first attempted to re-establish the forums</p> <ul style="list-style-type: none"> - Transport; Artists did not want to pay and expected it to be organised for them. - Diary coordination; Nobody wanted to take this on and again expected it to be done for them. - Admin; Did not want to minute their own meetings.
GA	<p>Time is tight at the moment and we do not have the resources to offer this level of support.</p>
KSh	<p>Is there any point if those are the barriers?</p>
GA	<p>If there is a need we can set up the first meeting and start off the process, but then the artists have to take it on themselves.</p>
KSh	<p>The original forum idea was... Disabled artists working to benefit disabled people. Support to do that – to help the wider community.</p> <ul style="list-style-type: none"> - Is this still applicable? - Should our resources help artists? - OR, focus on other groups that should be helping artists to be inclusive? <p>Lots of people want to do art. Colleges are insufficiently set up to support disabled people. It is difficult to find current examples of artists benefiting the disabled community.</p>

Who	When
GA	<p>Are we changing the world, or changing the 'Arts World'?</p> <ul style="list-style-type: none"> - Challenging policy - Challenging providers <p>Or artists = political movement.</p> <ul style="list-style-type: none"> - Do people want to focus on that artistically or do they want escapism? - Is it needed? <p>We need to have the debate. We need to do the research.</p> <p>Is a regional disability arts agency still needed? If so we need to establish Arcadea.</p>
KSh	<p>Care Act – Wellbeing focus could have funding.</p>
GA	<p>We need to put a discussion paper together and reschedule...</p>
All	<p>Saturday – whole day Provide lunch January/February Disabled Artists only</p>
GA	<p>New Board Members New board members to consider... Joan Taylor, Youth Worker (not disabled) Possibly a nominee from within the service (HUB/ICE)</p>

Who	When
KSh	Lynne Pattison – will approach.
KSa	We could put a call out.
GA	<p>ACE Funding</p> <p>We have been encouraged to apply for Arts Council Funding, could possibly be used for...</p> <ul style="list-style-type: none"> - Funding another mass observation to mark the anniversary/generate contacts. - To revisit the ticket scheme – though there is no artistic output to that. - Could defer until after the PAN meeting.
All	Agree to defer.
GA	<p>Revised Budget</p> <p>The organisation has suffered substantial losses this year as a result of BW's actions. Though so some has been recovered through new starters.</p> <p>As a result everyone has taken a paycut – which we would like to rectify asap.</p> <p>With GW's permission we would like to revisit this and agree with KSh when fully revised.</p>
GW/KSh	Happy to go ahead.

Who	When
KSa	<p>Management Accounts Delivered to board with variances outlined.</p>
All	<p>Agreed.</p>
GA	<p>ICEbox This is a very high energy group that is below the targeted numbers but due to the nature of the group would require greater staffing with greater numbers.</p> <p>The service is very popular and in demand to those who attend and we are currently putting together a further funding application.</p> <p>Joan Armstrong is the current manager who is very experienced in working with young people, though does require some arts management training.</p> <p>There was an incident earlier in the year where a member set fire to the toilets. This was covered by the buildings insurance and relationships within the building remain good.</p> <p>He is currently on remain and the situation is quite serious for him.</p> <p>We have two volunteers. One is a HUB member who has shown great potential. The other is the sister of a member who wants to work in social care & is doing great. We are looking at traineeship options for both volunteers.</p>

Who	When
GA	<p data-bbox="353 183 459 225">HUB</p> <p data-bbox="353 236 1881 384">We have one new member who GA provides PA support for. Another person who is attending Wed PM on a trial basis. We also have another young man who does extra days here and there.</p> <p data-bbox="353 443 2020 491">We still have places available so are looking at open days to promote service.</p> <p data-bbox="353 550 1590 598">BBQ & Rugby both went ahead and were a great success.</p> <p data-bbox="353 657 1321 705">Halloween is the next event we are planning.</p> <p data-bbox="353 764 2094 912">With regards to BW we have been advised by the solicitors that we have a strong case to persue. We are looking to recover approx. £60k including costs, it would cost us approx. £20k to do so.</p> <p data-bbox="353 971 2094 1120">The cash flow can't handle this currently but we have been advised that we have 6 years to take action and can do so piece by piece over the course of these 6 years.</p> <p data-bbox="353 1179 1960 1279">The next step is to send a letter of our intent to sue and offer a settlement figure.</p> <p data-bbox="353 1339 1937 1439">If the money is in the budget should we persue? We need to consider any possible damage to our reputation in pursuing the individual.</p>

Who	When
KSa	We also need to consider any potential damage our reputation in not attempting to recover the money, and if we have a duty to do so.
KSh	We need to look at the budget and let that inform the decision.
GA	<p>We need to ensure that the ICEbox and HUB are defined as projects and does not become Arcadeas whole identity.</p> <p>Our focus need to be on planning the meeting, getting some direction and then seeking funding from ACE.</p> <p>We need to revisit our budgets and give staff their money back.</p>
KSh	We need to find somewhere that will publish disabled writers work.
GA	<p>AOB</p> <p>Next board meeting to be combined with Christmas lunch on Tuesday 15th December in the evening.</p>