

Shaftesbury Arts Centre

“Shaftesbury Arts Centre will take the lead in seeking to optimise opportunities for the community of Shaftesbury and the surrounding area to experience and take part in a high standard of the widest range of creative arts”.

Minutes of the Directors’ meeting (NB10) held at 7.30pm on Mon. 16 November 2009

Present: John Cadmore (Chairman), R Denis Scott (Treasurer), Richard Lloyd (Company Sec), Jerome Swan (part only), Bryan Farrell, Bob Truscott (Dep Chair), Simon Hunt, Jenny Parker, Sue Cadmore, Richard Thomas.

Apologies: Sheila Himmel Pam Goodall

No.	Subject	Action
1.0 1.1	Approval of Previous Minutes The minutes of the meeting held on the 12 th October were approved by the Board and signed by the Chairman subject to the following amendment: Item 13.3 – omit all wording and add: <i>Sue reported she would be getting a date with Tesco to allow SAC to fundraise outside the shop.</i>	
1.2	The minutes of the special meeting held on the 2 nd November were approved by the Board and signed by the Chairman	
2.0 2.1	Jerome Swan: Resignation Jerome said that he had decided to resign immediately from the Board of Directors to allow more time to concentrate on Bookings and Hirings. John thanked him on behalf of the Board for all his help over the past nine months and said how sorry he was to hear of the decision. Jerome agreed to report directly to the Board at meetings until the next AGM in February 2010.	
2.2	Jerome also reported on the Musical Season he had arranged to be held from April to June 2010 with ten varying musical events.	
2.3	Jerome then left the meeting.	
3.0 3.1	Matters Arising (not on Agenda) <i>Expired memberships (5.2)</i> Simon passed Denis details of the expired memberships for him to follow up at the meeting.	Denis
3.2	<i>Rutter Room: Quiet Notice (13.5)</i> John said he was preparing the Quiet notice for the door.	John
4.0 4.1	Website Update Denis said that a date for a Web Workshop was being set up to progress outstanding matters.	Denis
5.0 5.1	Treasurer’s Report Denis presented his first report for the new Financial Year. He highlighted that Fundraising raised £2.5k in October and that <i>Under the Greenwood Tree</i> would produce a £800 profit. He said that Nick Griffin was currently examining the accounts and this should be completed by the end of November.	

6.0	Membership	
6.1	Simon reported that current membership stood at 474 and that around 60 memberships expired in the October/November period. He noted that there had been 115 new memberships over the last 12 months.	
6.2	Richard T asked if there was any way to see why people were not renewing their membership. It was agreed that feedback on this issue would be helpful. Denis would consider how this could be achieved.	Denis
7.0	AGM	
7.1	John asked all Directors to remind their groups that reports were required by the beginning of January latest and that these should be sent to Simon to enable him to produce the booklet for mid January.	
7.2	Richard L was asked to find out relevant dates for information, nomination etc. to be sent out and returned and to liaise with Simon on this matter.	Richard L
8.0	The Way Forward Update	
8.1	Richard T said that the latest version now included the updated MAD targets.	
8.2	Bryan was asked to check with the Camera Group whether they would like to move to the Rutter Room for their meetings. This would allow them to update their target figures in the document if they wished.	Bryan
8.3	John asked all directors to let Richard T have their final responses to the document by 7 th December latest so that the finished document would be available for the 14 th December meeting.	All
9.0	Use of Rooms	
9.1	John reminded all that the Rutter Room was there to be used and that daytime use was acceptable as long as it was a suitable activity. He asked all directors to remind their groups that the room was to be used and not to be regarded as "out of bounds" during daytime.	All
9.2	Bob re-stated that unnecessary traversing of the Rutter Room during shop opening hours was to be avoided (Item 13.5 of 12 th October meeting). He asked all directors to make this clear to their groups.	All
9.3	He also reminded all that he needed to keep the shop informed about the Rutter Room usage and that he needed to give the tenant adequate notice of its use.	
9.4	John said that there had been a disagreement with the tenant last Saturday on the question of noise. It had been an unpleasant episode and several members and guests had been upset by the tenant's attitude. He was taking steps to try to resolve the situation as amicably as possible.	
10.0	Dorset Cultural Strategy 2009 – 2014	
10.1	Richard T said that he was trying to contact Mike Hoskins but had so far failed. He would write to him if he was unable to contact him by phone.	Richard T
11.0	Priority List	
11.1	Bob had produced a written report for November which had been circulated to the Board. He highlighted the following:- <i>Windows/Fascia</i> He said that the major outstanding items were the 3 no. window replacements and renewal of the gutter and fascia of the No.11 frontage. <i>Hearing Loop improvements</i> Following discussion, the Board approved expenditure of approx. £1.5k for replacing the dimmer packs from the Technical Equipment Fund, if Steve/Andy wished to go ahead with its replacement. Bob to inform Steve/John/Andy. <i>Banner Lighting</i> Bob said that the Banner Lighting proposal had now been approved by	Bob

	<p>NDDC and the lights were being ordered. <i>Airconditioning to Proctor Room</i> He also reported that Phil Proctor had given £1k towards the cost of airconditioning plant for the Proctor Room. <i>Front of House/Box Office Guidelines</i> He was producing Front of House/Box Office Guidelines which were now urgently needed. <i>Green Room requirements.</i> He said that requirements for the Green Room (wall full length mirrors, timber dance floor) were being priced at present. Bryan agreed to check with Youth Theatre/Junior Drama that these requirements were suitable for their needs and to see if any additional items were required. <i>Asbestos Roofing/Guttering</i> Bob said that this material was deteriorating and that replacement in the near future was required.</p>	<p>Bob</p> <p>Bryan</p>
12.0 12.1	<p>Marketing Jenny referred to the November marketing report distributed to the Board prior to the meeting (see attached document). She highlighted the following:- <i>Seat Sponsoring</i> Ten sponsors now come forward. Design / manufacture of plaque soon. <i>Banners</i> Now being ordered. <i>Website</i> Web Workshop being set up. <i>Box Office Computer</i> Denis examining alternatives. <i>Advertising Revenue</i> Denis has drawn up package for advertisers. To be launched shortly. <i>Foyer Boards</i> Richard T looking at ways to simplify and improve appearance. <i>Box Office</i> Very busy season. Generally good sales. Jenny would like to see greater dialogue between Box Office, Directors and MAD concerning number and dates of performances.</p>	
13.0 13.1 13.2 13.3 13.4 13.5 13.6 13.7	<p>A.O.B. <i>Screen for Rutter Room</i> Bryan agreed to contact the Camera Group to discuss their preferred location for the screen. <i>Door Closers – Ladies Toilet</i> Bob agreed to look for suitable closers for the Ladies toilet doors. <i>Caretaking of SAC</i> Due to lack of available time, Sue asked for this subject to be discussed at the next meeting. <i>Water heater replacement</i> Bob agreed to discuss this with Andy at the Building meeting this week. <i>Box of Chocolates</i> Richard T reported books would be on sale for £5 over Christmas. <i>Christmas Fair 20th December</i> At Richard T's request, it was agreed that the Centre would be open on 20th December to allow the stilt walkers to use the changing rooms. <i>Steve Pocock Resignation</i> John reported that Steve had decided to resign his H&S role from the end of March 2010. <i>Gallery Manager</i></p>	<p>Bryan</p> <p>Bob</p> <p>Sue</p> <p>Bob</p>

	It was agreed that Sandy Roberts would be asked to come to the December meeting to talk about how she intended to manage the gallery.	Richard L
14.0 14.1	Date of Next Meeting To be Monday 14th December at 7.30pm	

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