

## 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 (NB11) held at 7.30pm on Mon. 14 December 2009**

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

**Apologies:** Pam Goodall

No.	Subject	Action
1.0	<b>Bookings</b>	
1.1	Jerome gave an update of future bookings, which included Emily Burridge, Cuckoo Jack and Miss Haversham in February 2010.	<b>All</b>
1.2	Hiring charges were discussed and it was agreed that these would be finalised at the next meeting.	
1.3	It was agreed that Hirers (apart from existing regular customers) would be charged in future for insertions put in the SAC programme of events.	
1.4	Jerome then left the meeting.	
2.0	<b>Gallery: Sandy Roberts</b>	
2.1	Sandy was welcomed to the meeting. She mentioned the following items which she wished to introduce as the new Gallery Manager :- a) Exhibitors should always have a proportion of their exhibits for sale. b) Artwork should always be mounted in a professional manner. c) Exhibitors to be encouraged to have their exhibitions open on Saturday evenings when events were taking place in the auditorium. d) January bookings to be offered at a reduced price to encourage use. The above items were agreed by the Board.	<b>Denis</b>
2.2	The present booking form to be revised with the assistance of Denis.	
2.3	Denis confirmed that present booking charges were £35 weekly with a minimum payment of £100 including commission.	<b>Sandy/Denis</b>
2.4	Denis confirmed that payment of £100 to be made at the time of booking.	
2.5	It was agreed that a feedback form would be provided to exhibitors to gauge satisfaction levels with the gallery.	<b>Sandy/Denis</b>
2.6	It was agreed that a Gallery Improvement Fund would be set up from the bookings income. Sandy was asked to provide suggestions for improving the Gallery facilities.	
2.7	Sandy then left the meeting.	
3.0	<b>Approval of Previous Minutes</b>	
3.1	The minutes of the meeting held on the 16 <sup>th</sup> November were approved by the Board and signed by the Chairman.	
4.0	<b>Matters Arising (not on Agenda)</b>	
4.1	<i>Dorset Cultural Strategy</i> Richard T to write to Mike Hoskins .	<b>Richard T</b>
4.2	<i>Hearing Loop</i>	

4.3	John reported dimmer pack problem to be investigated further by John Baldwin. <i>Box Office Guide lines</i> Bob to contact Steve Pocock urgently.	<b>John</b> <b>Bob</b>
5.0 5.1	<b>Website Update</b> Denis confirmed that the Workshop day had now taken place and progress to date was satisfactory.	<b>Denis</b>
6.0 6.1 6.2 6.3 6.4 6.5 6.6 6.7 6.8 6.9	<b>Treasurer's Report</b> Denis presented his second report for the new Financial Year. He highlighted the following:- Recent Events had mainly been financially successful. Christmas at the Arts Centre event raised approx. £300. Fundraising had produced £4.3k to date with over £1k from the Morris film showings. The Carbon Trust loan had now been received. He said that was money available for additional improvements to the Centre and asked members to consider which improvements they felt should take priority. He asked for ideas to be sent to the Richard L by the 4 <sup>th</sup> January for transmission to Board members so that they could be discussed at the next meeting. He said that the finalised accounts were now ready to be signed off by Nick Griffin. It was agreed that Denis would be able to make future payments to creditors by electronic transfer as well as by cheque. It was also agreed that Denis would be able to use a Debit Card on the SAC account. Denis thanked Sue for the fantastic performance of the Fundraising team and passed her a record of the totals of fundraising events for her reference.	
7.0 7.1 7.2 7.3 7.4 7.5	<b>Membership</b> Simon reported that current membership stood at around 500. He thanked Denis for chasing up expired memberships which had produced positive results to date. He said that he was having difficulty coping with the Membership Secretary role due to other pressures on his time and considered that centralising membership on computer was now very important. Denis said he was looking at a possible software system which would cost approx. £50 a month. Denis offered to take over the role of Membership Secretary for the time being and Simon gratefully accepted his offer. John thanked Simon heartily on behalf of the Board for all his time and effort as Membership Secretary.	<b>Denis</b> <b>Denis</b>
8.0 8.1 8.2 8.3	<b>AGM</b> Simon asked all Directors to remind their groups that reports were required by the beginning of January latest. Richard L reported that a letter inviting members to apply to become a Director had been sent out with the December posting. He had so far received one expression of interest. He ran through the proposed programme leading up to the AGM as follows:- a) The return deadline for expressions of interest was 11 <sup>th</sup> January. b) Preparation of ballot papers (if required) and interviewing of candidates (if required) would take place between 12-17 <sup>th</sup> January. c) Ballot papers and proxy forms (if required) and the AGM agenda would be sent out on 18 <sup>th</sup> January for return by 1 <sup>st</sup> February. d) The AGM was on the 15 <sup>th</sup> February.	<b>All</b>

9.0 9.1 9.2	<p><b>The Way Forward Update</b></p> <p>Richard T ran through the finalised version of the document. Part One was agreed with minor revisions.</p> <p>After discussion, Richard agreed to resend the Part Two conclusions to members by email asap for agreement at the January meeting.</p>	<b>Richard T</b>
10.0 10.1	<p><b>Priority List</b></p> <p>Bob had produced a written report for December which had been circulated to the Board. He highlighted the following:-</p> <p><i>Aircon</i> Quotes received had been very high. He would discuss further with Proctors.</p> <p><i>Noise complaint</i> Received by NDDC. Rutters advice currently being sought. Bob and John to meet with Rutters.</p> <p><i>Front of House Guidelines.</i> Completion required before start of panto in January. Bob to contact Steve Pocock.</p>	<p><b>Bob</b></p> <p><b>John/Bob</b></p> <p><b>Bob</b></p>
10.0 10.1	<p><b>Marketing</b></p> <p>Jenny referred to her December marketing report distributed to the Board prior to the meeting (see attached document). She highlighted the following:-</p> <p><i>Advert with BVM</i> Thanks to Richard T for improvements to design.</p> <p><i>Banners</i> Now up and running. Thanks to Richard T, Bob and all helpers.</p> <p><i>Foyer improvements.</i> Many thanks to Richard T.</p>	
11.0 11.1	<p><b>Film Editing Suite, Caretaking/Cleaning, Children in Productions.</b></p> <p>Due to time restraints, it was decided to hold back these topics until the next meeting.</p>	<b>Richard L</b>
12.0 12.1	<p><b>A.O.B.</b></p> <p>None.</p>	
13.0 13.1	<p><b>Date of Next Meeting</b></p> <p>To be <b>Monday 11<sup>th</sup> January 2010 at 7.30pm</b></p> <p>Happy Christmas and a Good New Year to you all!</p>	

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