

## 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 (NB12) held at 7.30pm on Mon. 11 January 2010**

**Present:** John Cadmore (Chairman), Denis Scott (Treasurer), Richard Lloyd (Company Sec), Bryan Farrell, Bob Truscott (Dep Chair), Jenny Parker, Sue Cadmore, Richard Thomas, Sheila Himmel.

**Apologies:** Pam Goodall, Simon Hunt.

No.	Subject	Action
	<p><b>Bookings</b> Jerome was not present at the meeting but had sent a message saying he had no new events to report to the Board.</p>	
1.0 1.1	<p><b>Approval of previous minutes</b> The minutes of the meeting held on the 16<sup>th</sup> November were approved by the Board and signed by the Chairman as amended below:- <b>Item 2.1d</b> Omit sentence and add:- <i>January bookings to be offered at a reduced price at Sandy’s discretion to encourage greater usage.</i> <b>Item 9.2</b> Omit sentence and add:- <i>After discussion, Part Two was accepted with minor revisions and the full document then agreed by the Board.</i></p>	
2.0 2.1  2.2  2.3	<p><b>Matters Arising</b> <b>Item 2.1a Work for Sale in Gallery</b> Jenny reported that the Camera group was not happy about having a proportion of their photographs for sale in their annual Gallery exhibition. The Board restated its view that Gallery exhibitions should have a proportion of exhibits for sale. If the Camera group was not prepared to exhibit on this basis, its exhibition should be moved to the Phoenix or Rutter Rooms. Bryan agreed to report this to the next Camera group meeting in February. <b>Item 4.2 Hearing Loop</b> Bob reported that this depended on the purchase of new dimmer packs from the technical fund which had to be decided by John B, Andy and Steve P. <b>Item 4.3 Box Office Guidelines</b> Bob reported that he had now received information from Steve Pocock. He would also include sections on the lift operation and the fire alarm system in the Guidelines as soon as possible.</p>	<p><b>Bryan</b></p> <p><b>Bob</b></p> <p><b>Bob</b></p>
3.0 3.1  3.2	<p><b>Website Update</b> Denis reported that work was progressing smoothly. He agreed to ask the Website team to discuss the inclusion of a <i>Latest News</i> strip on the front page. Richard L agreed to place a notice on the Members Board saying that Latest News was available on the SAC website.</p>	<p><b>Denis</b></p> <p><b>Richard L</b></p>
4.0 4.1	<p><b>Treasurers Report</b> Denis highlighted the following items from his report:- £6k profit at present – similar to last FY.</p>	

	<p>First payment had been made on Carbon Trust loan.  Awaiting PRS report on Christmas Music production.  Chimes production lost £75.  Christmas Music profit was £287.  Fundraising Team has so far raised over £3k this FY.  Payment now received from insurance company for leakage damages.</p>	
5.0	<b>Membership</b>	
5.1	Denis reported that the current membership was 499.	
6.0	<b>AGM</b>	
6.1	Richard L reported that he had received two applicants for the position of Director. <b>Post meeting note:</b> <i>One applicant withdrew his application on 12/1/10. This now means that a ballot will no longer be required.</i>	
6.2	He also reported that Simon had said he was willing to stand down if the Board wished to avoid the need for a postal ballot. The Board were firmly in favour of Simon staying on.	
6.3	Richard reported that the Annual Report, AGM agenda and Proxy form would be sent out on 18 <sup>th</sup> January for return of Proxy forms by 1 <sup>st</sup> February.	
6.4	Richard reported on Simon's behalf that the following group annual reports still had not been received and were required very urgently:- Art group, Box Office, Gallery, Keep Fit, Music and Drama, Reading group. So far, Simon had only received the Camera and Film Society reports.	<b>All Relevant Directors</b>
7.0	<b>The Way Ahead</b>	
7.1	Richard T reported that following its agreement at the last Board meeting, copies of the report were delivered to all directors. A copy was placed in the Box Office for members' perusal and the report also posted on the SAC website.	
7.2	He stated that the Report would be presented at the AGM on the 15 February for formal adoption by the members.	
8.0	<b>Priority List</b>	
8.1	Bob highlighted the following items:- He was chasing the flooring quote for the Green Room. He was still awaiting Youth Theatre requirements for the Green Room. He was chasing a third quote for the bay window. The work to the new Gas Shut off Valve was now complete. He had received a further noise complaint from the tenant. The Emergency Lighting update had been completed to No.13. Andy was to reflush the Burco Boiler. The lighting for the Banners would not be completed in time for the panto. Fire doors would be upgraded this month.	
8.2	Richard T reported that he knew of a well wisher who would pay for replacement glass front entrance doors to SAC. He would put Bob in touch with the donor to progress matters.	<b>Richard T Bob</b>
9.0	<b>Marketing</b>	
9.1	Jenny said the next team meeting was on the 30 <sup>th</sup> . January.	
9.2	Denis asked for the Public Liability Insurance Certificate to be displayed in the Foyer.	<b>Jenny</b>
9.3	Jenny said she would incorporate the marketing requirements in the MAD Directors Guidelines.	<b>Jenny</b>
10.0	<b>Film Editing Suite</b>	
10.1	Richard T asked the Board to approve him seeking £5k funding from charitable bodies towards the cost of a film editing suite. The Board agreed	<b>Richard T</b>

	this and also approved the spending of up to £1k from SAC funds towards this equipment.	
11.0	<b>Caretaking/Cleaning</b> Sue said that she felt the present informal arrangements needed to be formalised. After discussion, it was agreed that:-	
11.1	In house groups would be responsible for setting up and putting away all furniture and equipment and leaving the area in a clean and tidy state.	
11.2	Outside hirers would also have the same responsibility but would also be offered this service for an extra fee. John would speak to Paul S and Jerome about this. Denis offered to revise the booking form.	<b>John, Denis</b>
11.3	Bar volunteers would be asked to put out and return tables and chairs in the Phoenix Room. John would speak to Denise about this.	<b>John</b>
12.0	<b>Children in Productions</b>	
12.1	Sue reported on the onerous legal requirements now in force for productions having children which were over four days in length. It was agreed that the requirements would be incorporated into the Directors Guidelines urgently.	<b>Sue</b>
13.0	<b>AOB</b>	
13.1	<i>Hiring of premises</i> Bryan highlighted further opportunities for SAC to hire out rooms and agreed to contact the local Adult Education authorities to see if he could generate interest.	<b>Bryan</b>
13.2	<i>Community Choir</i> This was a new group headed by David Grierson which would be meeting weekly from February. It may be interested in taking part in the next Christmas Music production.	<b>Bryan</b>
13.3	<i>Dorset Cultural Strategy</i> Richard T reported that he had received a reply to his letter to Rod Knight. He would invite Mike Hoskins to speak about the N1 11 group at the March/April Board meeting.	<b>Richard T</b>
13.4	<i>Christmas Music</i> Sue suggested a nominal price of £1 for tickets. To be discussed further nearer the time.	<b>Sue</b>
13.5	<i>Rosemary Pike, John Lake</i> John reported the sad news of the death of Rosemary Pike and John Lake at the beginning of the new year.	
13.6	<i>Name of rear ground floor room No. 11</i> It was agreed that the rear ground floor room of No. 11 should be officially called The Green Room.	
14.0	<b>Date of Next Meeting</b>	
14.1	To be <b>Monday 15<sup>th</sup> February <u>immediately after the AGM.</u></b>	

RL 160110

Signed (Chairman) .....

Date .....