

## 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 (NB4) held at 7.30pm on Monday 20<sup>th</sup> July 2009**

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

**Apologies:** None

No.	Subject	Action
1.0 1.1	<p><b>Approval</b></p> <p>The minutes of the previous meeting were approved and signed by the Chairman subject to the following amendments/additions :-</p> <p><i>New Item 1A.0</i> Add “The previous minutes were approved and signed by the Chairman.”</p> <p><i>Item 4.1</i> Add to the end of the second sentence “ and agreed by the Board”.</p> <p><i>Item 12.1</i> Omit “24<sup>th</sup> “ and add “25<sup>th</sup>”.</p>	
2.0 2.1	<p><b>Website Update</b></p> <p>Denis reported that Roger Whitehead would attend the September meeting to report on progress. He had now spoken to Lizzie Andrews who was keen to help with the graphic design.</p>	
3.0 3.1 3.2 3.3	<p><b>Matters Arising (not on Agenda)</b></p> <p><i>Membership Renewal</i> Simon said total membership now stood at 501. He had had 60 non-renewals to date this year.</p> <p><i>Change of Accountant</i> It was agreed that the EGM notice would be a separate insert to be sent out with the August newsletter. The date would be re-arranged for the 14<sup>th</sup> September at 7.00pm with the Directors Meeting to follow at 7.30pm. Richard and Denis to agree the final wording and send to Simon in Myra’s absence on holiday.</p> <p><i>Mayoral Day</i> John reported that Myra would not now be able to direct an outdoor production as previously reported. He had written to the Mayor explaining the situation and had stated that more notice of the event would be extremely helpful on another occasion.</p>	
4.0 4.1	<p><b>Treasurer’s Report</b></p> <p>There were no questions about Denis’s report. Bryan was thanked by all for directing the excellent summer show that had just concluded but disappointment was also expressed that ticket sales were approx. £3k below expectations. Bryan commented that perhaps they were unrealistically high given the present economic situation and the nature and format of the production.</p>	
4.0 4.1	<p><b>Gallery</b></p> <p>Jenny reported that she and John had spoken to Sandy Roberts about taking over responsibility for the Gallery. Sandy was prepared to manage it</p>	

4.2	and the Board agreed this proposal wholeheartedly. It was understood that Sandy would takeover from 1 <sup>st</sup> January 2010. Jenny said that the last exhibition was taken down before the last night of the Summer Show which meant that the audience did not have a chance to see it. It was agreed that dismantlement should occur on the Sunday morning whenever possible and that exhibitors should be made aware of this. It was also agreed that Sunday should remain as the changeover day.	
4.3	Jenny also raised the matter of losses occurring during evening openings. It was felt that security had to be the exhibitor's responsibility. Smaller items may need to be removed to secure storage to avoid pilfering. The exhibitor also had the option of closing off the Gallery for the evening if he/she was unable to provide adequate security.	
4.4	The possible purchase of photographs exhibited in the Camera Club's annual exhibition was also raised and Bryan would bring this to their attention.	<b>Bryan</b>
5.0	<b>The Way Forward Update</b>	
5.1	Richard T said that information was now starting to be received. He would send out reminders to all the outstanding groups. Directors were also asked to remind their groups to respond to Richard T. Richard said he still intended to complete the update by September 09.	<b>Richard T All Directors</b>
6.0	<b>Pipe Leakage to No.11</b>	
6.1	Denis reported that the tenant was now paying a reduced rental while part of the shop unit was unusable. He also said there was a dispute over contributions for the electricity charges which he hoped would be settled soon. Richard L said that he had inspected the damaged area during Bob's absence on holiday. The area was now ready for reinstatement and the insurance companies were examining a builder's quotation put forward by the tenant. He had also read the electricity meters as requested by Denis. His use of a camera to record information had unfortunately resulted in an additional unforeseen conflict despite the tenant's agreement to its use at the time.	
6.2	Bob agreed to speak to Rutters regarding sight of the Conveyancing File.	<b>Bob</b>
7.0	<b>Priority List</b>	
7.1	Bob gave a report on progress to date as follows:-	
A	<i>Members Board / Auditorium Corridor</i> New lighting units to be installed in August.	
B	<i>Gents toilet</i> Redecoration nearly completed.	
C	<i>Windows/ Gutter replacement</i> Two quotes now received.	
D	<i>Curtains/Blinds</i> Bob now has samples for the Board's approval.	
E	<i>Boiler renewal</i> Work to take place in July/August	
F	<i>Bar revision</i> Revised report to be produced for September meeting.	
G	<i>Kitchen revision</i> Work to be done in August. Cooker to be moved.	
H	<i>Seating Servicing</i> Servicing contract now in place. Inspection due in November.	
I	<i>Push / Pull sign</i> To be fitted to front entrance.	
J	<i>Volunteers Work – August shutdown</i> Help required for Cleaning gutters and Rubbish clearance.	<b>All</b>
8.0	<b>Marketing</b>	
8.1	<i>Banner</i>	

8.2	Richard T said result of application now imminent. <i>Magazine</i> On hold. Awaiting Business Plan and dummy edition for the Board's approval.	<b>All</b>
8.3	<i>Newsletter</i> Pale yellow background agreed at meeting. Publication August.	
8.4	<i>BVM Heading</i> Richard T reported wrong font being used by BVM.	
8.5	<i>Autumn Programme</i> Simon passed round samples of pages for comment. All agreed they were very satisfactory apart from minor quibbles on colour and font style which Simon would attend to. John thanked Simon for his excellent work on behalf of everyone.	
8.6	<i>Information on Clubs, Societies etc.</i> Jenny asked everyone to let her have contact names and addresses of any local societies, clubs etc. so that she could contact them for marketing purposes.	
9.0	<b>Room Naming and Opening Ceremony.</b>	
9.1	John proposed and it was agreed that the front room should be named the <i>Stephen and Jo Rutter Room</i> and the rear room the <i>Doug and Phillip Proctor Room</i> . The final wording would be decided after John had consulted the families. Bob agreed to organise and fix the Name Plates in time for the Official Opening.	
9.2	John would see if Tuesday 15 <sup>th</sup> September would suit the families involved. Invitations to be sent to the Rutter and Proctor families and their relevant colleagues, SAC Directors, former ManCom members, SAC Group Chairs, local supporting charity heads and the local media. Simon agreed to formulate an Invitation Card.	
9.3	John sadly reported the death of Stephen Rutter last week. He said that he had sent a message of condolence to the family on behalf of the Arts Centre. Stephen's Memorial Service would be held on 31 <sup>st</sup> July at 3pm at St James Church.	
10.0	<b>Room Hire Charges</b>	<b>Simon</b>
10.1	Richard L was taking photographs of rooms and facilities for the Room Hire brochure. Simon agreed to prepare 50 brochures in time for the Open Day on September 5 <sup>th</sup> .	
11.0	<b>A.O.B.</b>	<b>John/Jerome</b>   <b>All directors</b>  <b>Richard L</b>  <b>Sue</b>  <b>Jenny</b>
11.1	<i>Council Visit</i> John and Jerome would sort out three possible dates in late October to invite the Mayor and Council to look around the Arts Centre.	
11.2	<i>Monthly Group Reports</i> Denis felt that very little activity was being reported by the Directors about their respective groups and was concerned that adequate communication was not being maintained with the membership. It was agreed that a monthly report even if it just confirmed "no news" should be sent to the Secretary by all concerned.	
11.3	<i>Minutes</i> Richard L was not sure of the procedure for putting the minutes on the SAC website. Denis asked him to send them to Roger Whitehead in PDF format for uploading.	
11.4	<i>ART: Bar Opening and Food</i> Sue would talk to Mark Blackham about food requirements for the show. It was agreed that the Bar would open at 7.00pm for the 8.00pm show start and that this information would be included on the tickets to encourage pre-show sales.	

11.5	<i>Dorset Arts and Culture Conference.</i> Richard T reported the above to be held at the Exchange on 4 <sup>th</sup> September and invited all to attend.	
11.6	<i>Dance Class</i> Pam reported that she would not now be able to hold the intended Dance Class in the Autumn.	
11.7	<i>Christmas Music</i> Jerome queried on behalf of MAD the need for paying for tickets for the Christmas Music event. It was explained that without a ticketing system overcrowding of the auditorium had occurred in previous years. Free ticketing had resulted in a lot of "no shows" and that a donation system had produced returns of well under £1 per person which had hardly covered costs. It was therefore agreed that the ticketing price of £5 should remain.	
12.0	<b>Date of Next Meeting</b>	
12.1	To be <b><u>Monday 14<sup>th</sup> September</u></b> at 7.30pm.  <i><u>Please remember the EGM will take place at 7.00pm the same evening!</u></i>	

RL 210709