

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 (NB8) held at 7.30pm on Monday 14th Sept. 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 (part only), Roger Whitehead (present for Item 1 only).

Apologies: Jerome Swan.

No.	Subject	Action
1.0 1.1	<p>Website Update</p> <p>Roger gave a progress report on the updating of the website. He opened up the website and illustrated amongst other improvements how the site would now allow membership purchase and donations online. It now also produced dynamic content generated from the database and included colour coding of Groups. More work was still needed to complete the task, however, and his time was now very limited due to other pressures. Outstanding issues included the Privacy Policy, images and colour coding by month.</p> <p>Amber and Kevin Harrison had offered to help with the work and Jenny agreed to contact them on Roger’s behalf to see when they would be available.</p> <p>John thanked Roger on behalf of everyone for the huge improvement to the site and for all the time and effort he had spent to date on the project. Roger then left the meeting.</p>	Jenny
2.0 2.1	<p>Approval of Previous Minutes</p> <p>The minutes of the meetings held on the 20th July and the special meeting held on the 20th August were approved by the Board and signed by the Chairman.</p>	
3.0 3.1 3.2 3.3	<p>Matters Arising from 20th July and 20th August Meetings (not on Agenda)</p> <p><i>Information on Clubs, Societies etc.</i></p> <p>Jenny confirmed she had received information on the above.</p> <p><i>Council Visit</i></p> <p>John said he would follow this item up on Jerome’s return from holiday.</p> <p>There were no matters arising from the Minutes of the 20th August meeting.</p>	John
4.0 4.1	<p>Treasurer’s Report</p> <p>There were no questions about Denis’s latest and very comprehensive report. He highlighted the following aspects:-</p> <ul style="list-style-type: none"> • Expected surplus for this F.Y. was now expected to be approx. £5-6k. • “<i>In Dreams</i>” produced a profit of £4.2k with an average audience capacity of 40%. 	

	<ul style="list-style-type: none"> Fundraising in July/August reached £4.7k – a great effort! The “<i>Momma Mia</i>” night was expected to raise over £1k.- an excellent result. 	
5.0 5.1 5.2	<p>Membership</p> <p>Simon reported that current membership stood at 428 and that there were 284 “overdue” members. He would be sending out reminders this month.</p> <p>Following a suggestion by Jenny, it was agreed that membership cards would from now on be sent out by 2nd class post with a compliments slip.</p>	
6.0 6.1	<p>The Way Forward Update</p> <p>Richard T reported that he had now received information from most groups apart from the Camera Club, Reading Group and Youth Theatre. More information was also required from Music and Drama and he would be contacting Jerome on his return. He would contact the relevant directors for the groups who had not responded to get them to chase up the information. He said he would circulate a draft report before the October meeting.</p>	Richard T
7.0 7.1 7.2 7.3	<p>Pipe Leakage to No.11</p> <p>Bob reported that repairs to the shop were now complete apart from the laying of new carpet which was due on 21st September. A return to full rental was now expected by the beginning of October. He said that unfortunately relations with the tenant had deteriorated further despite efforts to improve matters.</p> <p>He was expecting to meet with Rutters soon to inspect the Conveyancing file.</p> <p>John thanked Bob for all his efforts in handling a very difficult and delicate situation.</p>	Bob
8.0 8.1 A B C D E F G H I	<p>Priority List</p> <p>Bob gave a report on progress to date as follows:-</p> <p>A <i>Members Board / Auditorium Corridor</i> New lighting units now installed.</p> <p>B <i>Gents toilet</i> Redecoration nearly completed.</p> <p>C <i>Windows/ Gutter replacement</i> Two GRP quotes now received. Awaiting alternative timber quote. Phil Proctor also producing alternative square bay window design in coated aluminium – possible help with cost?</p> <p>D <i>Rutter Room</i> Curtains now installed. Awaiting new window before fitting blinds. Picture rail to install.</p> <p>E <i>Boiler and Heating renewal</i> Now complete and commissioned.</p> <p>F <i>Bar revision</i> Revised report now to be produced for October meeting.</p> <p>G <i>Kitchen revision</i> Work now completed. Sue thanked Bob for the great improvement.</p> <p>H <i>Push / Pull sign</i> To be fitted to front entrance.</p> <p>I <i>Volunteers Work – August shutdown</i> Rubbish clearance completed. Many thanks to all who helped. Please note that rubbish now classed as “Trade” – please keep to minimum to reduce costs. Gutter/climber removing now due this month.</p>	All

J	<i>Proctor Room</i> Now completed. Many thanks to all who helped.	
K	<i>Rear GF Room</i> Decoration outstanding. Hoping to complete this month.	
9.0	Marketing	
9.1	<i>Banner</i> Bob reported that help was being obtained from a lighting consultant to help with the planning application.	
9.2	<i>Room Hire Brochures</i> John thanked Simon on behalf of the Board for all his work in producing the very effective new Room Hire brochures.	
9.3	<i>Welcome Group</i> Jenny reported that she had now started a Welcome Group for new members wanting to get involved in the Centre. Details of the new member would be passed to group representatives who would contact the volunteer and introduce them to their group. John thanked her for starting this new initiative which he felt was an excellent idea.	
10.0	Patrons/Supporters	
10.1	Simon asked for clarification of the Centre's current patrons and supporters and when they should be shown on SAC material.	
10.2	It was agreed that Rutters Solicitors are "Sole Patrons". Current "Supporters" are Philip Proctor and Associates (Architects and Town Planners) and Shaftesbury Town Council.	
10.3	It was also agreed that Patrons and Supporters should be mentioned on programmes, tickets and calendars but not on posters and flyers.	
11.0	A.O.B.	
11.1	<i>Appeal Board</i> Denis reported that he had updated the Appeal Board and would be grateful for any feedback and comments on the new layout and content.	
11.2	<i>Directors' Monthly Reports</i> John reminded all directors about the need to provide a monthly response to Richard even if it was simply "no news", as agreed at the July meeting.	All Directors
11.3	<i>Archive Storage</i> Following a query from Bob, it was agreed that only the following should be archived:- All posters, programmes, photos and publicity of our past productions. Any other material relevant to our history ie press cuttings, reviews, drawings, major events and decisions etc. Only <u>one</u> copy of past production scripts. Any minutes of ManCom, Directors, AGMs, EGMs, MAD committee meetings since Jan 2002. All Annual Reports and Accounts.	
11.4	<i>Additional Cleaner Storage</i> Bob reported that extra space was needed for Cleaner Storage and the Building Committee would try to devise a suitable space in time for the October meeting.	Bob
11.5	<i>Caterers Store</i> It was agreed that the Caterers would have sole use of the Rutter Room store.	
11.6	<i>Artists Store</i> It was agreed that the Artists would have sole use of the full height store at the top of the rear staircase.	
11.7	<i>Tools Storage</i> Bob reported that the Boiler Room could no longer be used as Tools	

11.8	Storage and that Steve P had kindly agreed to build a new Tools Storage cupboard in the GF Rear Room Lobby. <i>The Big Draw</i> It was agreed that the Proctor Room could be used as a “wet” materials area on the Big Draw day on 10 th October.	
11.9	<i>St John's Nativity Play</i> John reported that he had agreed that St John's could use the auditorium on the 2 nd and 3 rd December at no charge.	
11.10	<i>Sale of Goods –Rutter Room</i> Sue thanked everyone for helping and raising money for the event.	
11.11	<i>Marketing Budget</i> Jenny asked if a Marketing budget could be agreed. Denis said he was producing figures and would report back shortly.	Denis
11.12	<i>Camera Group – Use of Rutter Room</i> Denis reported that the Camera Group were willing to use the Rutter Room instead of the Phoenix Room. He was investigating costs for a wall hung screen for their use.	Denis
12.0	Date of Next Meeting	
12.1	To be <u>Monday 12th October</u> at 7.30pm.	

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