

## 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 the highest possible standard of the widest range of creative arts”.**

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### **Minutes of the Directors’ meeting held at 7.30pm on Monday 17<sup>th</sup> February 2014**

**Present:** John Cadmore (Chairman), Richard Thomas, Richard Lloyd (Sec), Bob Truscott, Amber Harrison, Denis Scott, Peter Moull, Val Baker.

**Apologies:** Allan Timms, Jenny Parker, Sue Cadmore, Richard Longfoot

No.	Subject	Action
	<b>Open Session</b> None	
1.0 1.1	<b>Approval/Signing of Previous Minutes</b> The minutes of the meeting held on the 16 <sup>th</sup> December were approved and signed by the Chairman subject to the following amendment:- <i>Item 8.2</i> - Omit wording and add “It was agreed that Amber, Richard T and Bob would retire. Amber agreed to offer herself for re-election and Richard T and Bob were undecided.”	<b>Richard T, Bob</b>
2.0 2.1(6.2)	<b>Matters Arising (not on Agenda)</b> Allan to remove “info@” email address.	<b>Allan</b>
3.0 3.1 3.2 3.3 3.4 3.5	<b>Treasurer’s Report</b> There were no queries on Denis’s report. Amber agreed to announce that Junior Membership was now free on the SAC website. Denis said that <i>Alladin</i> had made a draft surplus of £8.9k. He was awaiting final expense claims. It was agreed that the purchase of new sound gear amounting to £892 could be made from the Technical Fund. <i>Fundraising</i> It was agreed that a funding application would be made to STC for a contribution towards the new screen requested by the Film Society. It was also agreed that a funding application would be made to the BV Dairy Funding Scheme towards facilities for the Junior Film Group.	<b>Amber</b>      <b>Denis</b>
4.0 4.1 4.2	<b>New Gallery/Bar Area (Phase 3)</b> Bob said he was awaiting funding to enable work to proceed. This would need to be in place by early April if the work was to be undertaken in the summer break. It was agreed with one person voting against (Richard T) that the work should proceed as a complete package and not on a piecemeal basis in order to achieve best value for money and minimise disruption to the Centre.	
5.0 5.1 5.2	<b>Reports</b> <i>Creative Writing Group</i> The Board agreed that the use of the computer and photocopier by others during the use of the Proctor Room by the CR group was unacceptable and must not occur in future. John agreed to speak to those concerned. <i>Gallery</i> The additional lighting requested by the Gallery Manager costing £100 was agreed by the Board.	<b>John</b>

5.3	<p><b>Room Hire</b> Val asked that the table/chair storage for the Toddler Workshop be provided asap. Bob agreed to urgently discuss removal of photographic items from the Phoenix Room cupboard with Fred Harvey. John thanks Val on behalf of the Board for all her efforts in sorting out the hiring arrangements for the very successful Snowdrop Festival.</p>	<b>Bob</b>
6.0 6.1 6.2	<p><b>Development/Maintenance/Repair</b> <b>Auditorium Seating</b> It was agreed that the additional auditorium seating would be installed subject to the agreement of the Building Committee meeting on the 18<sup>th</sup> February. The main reason for this being that the additional eight seats would allow the engagement of a greater variety and quality of outside bookings since the seating would then exceed the 150 minimum often required by professional performers. <b>Archivists Storage</b> Bob speak to Allan Timms and Richard T to Angela Weiss about re-organising the computer/photocopier/ Film Unit area in the Proctor Room to allow more space for archive storage.</p>	<b>Bob</b>  <b>Bob, Richard T</b>
7.0 7.1 7.2	<p><b>AGM 2014</b> Richard LL said that the Chairman's letter inviting applications to become directors would be sent out to members this week. Those with known email addresses would be not be posted a hard copy to save on postage costs. Richard LL to forward copies of the letter to Amber, Denis and Richard T for action. Richard T and Peter were asked to expand on their intention of putting forward motion(s) at the AGM regarding the purpose and role of SAC. This lead to much discussion and no agreement was reached. As the Board have to agree any motions to be put forward at the AGM and the agenda had to be finalised by the 5<sup>th</sup> March, Richard T and Peter were advised to put questions at the meeting rather than putting forward motion(s) and they agreed to review this option.</p>	<b>Richard LL</b>  <b>Richard T, Peter</b>
8.0 8.1 8.2	<p><b>Electrically operated Cinema Screen</b> The Board agreed in principle with the Film Society's request to install a 16 foot wide electrically operated cinema screen in the auditorium. This would be subject to the agreement of the Stage and Technical Managers. It was understood that the cost of supply and installation would be around £4k and funding for the screen would pursued as a matter of urgency.</p>	<b>John</b>
9.0 9.1 9.2	<p><b>Date of Next Meeting</b> The next meeting will be on Monday 17<sup>th</sup> March <b>Future Meetings in 2014 to be:-</b> Mon 14<sup>th</sup> April, Mon 19<sup>th</sup> May, Mon 16<sup>th</sup> June, Mon 21<sup>st</sup> July, Mon 15<sup>th</sup> Sept., Mon 20<sup>th</sup> Oct., Mon 17<sup>th</sup> Nov., Mon 15<sup>th</sup> Dec.  <b><u>Please Note:-</u> Date for AGM 2014 – Wed 9<sup>th</sup> April.</b></p>	

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**Copy to:-** All directors, Valerie Baker (Premises Hirings), Viv Rudd (Reading), Gillian Flockhart (Art), Beth Lewis (Junior Drama/Youth Theatre), Steve Pocock (Centre Stage Manager), Kate Pickard, Tom Sleigh(Gallery), Myra Wood (Wardrobe), John Baldwin (Technical), Pam Kelly (Poetry), Sam Skey(TED, SAM), Paul Schilling (Film Society), Jenny Oliver (Creative Writing Group) Sue Tabor (Music and Drama), Sophie Lester (Music & Drama), Angela Weiss ( Community Film Unit), Nick Darby (Community Radio)

Signed (Chairman) .....

Date .....