

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”.

Minutes of the Directors’ meeting held at 7.30pm on Monday 19th May 2014

Present: John Cadmore (Chair), Richard Lloyd (Sec), Amber Harrison, Peter Moull, John Skillman (Treasurer), Chris Dunford (Membership Sec), Nic Griffin, Sue Cadmore, Bob Truscott (Vice Chair), Ruth Drewett.

Apologies: Val Baker, Richard Longfoot, Jenny Parker.

No.	Subject	Action
1.0	<p>Open Session <i>Angela Weiss – Community Film Unit.</i> John welcomed Angela to the meeting. Angela said the Unit had recently completed its first short drama production on location at Durdle Door and this was currently being edited. She hoped it would be entered into the York Film Festival this summer and that it would also be shown at one of the Film Society’s meetings next season. The production costs had been funded by the members but Angela asked if the Board would be willing to pay towards the equipment hiring costs of £440. The Unit had five members at present and she hoped to expand it to around 15 members. She said the group intended to fundraise to provide more equipment such as a solid state drive and portable lighting. She hoped this could be partly realised by producing corporate videos for local companies and societies. The Unit had been awarded £300 from Shaftesbury Town Council last month towards new equipment. In response to a question from Sue, Angela said she would be willing to film the current MaD Summer production and that the Unit would also try to cover future productions. John asked Angela to provide the Board with budgets for future productions so that it could consider how much funding it would be able to provide the Unit. Angela was also asked to make contact with the SAC Costume and Music and Drama groups to help with casting and costuming of future productions. John thanked Angela on behalf of the Board for the excellent start the Unit had made and wished the group every success for the future. He said the Board would consider her request to help with the production costs of their first film and he would reply to her shortly. Angela then left the meeting.</p> <p>Note: It was later agreed that the Board would offer £400 towards the production costs. John S to action.</p>	John S
2.0	<p>Welcome and Approval/Signing of Previous Minutes</p>	
2.1	John welcomed new director Ruth Drewett to the meeting and she was introduced to the other Board members.	
2.2	The minutes of the meeting held on the 14 th April were approved and signed by the Chairman.	

<p>3.0 3.1(3.1) 3.2(10.1)</p>	<p>Matters Arising (not on Agenda) Amber to remove “info@” email address. Computer/Photocopier Guide – Amber to complete simple guide to its use.</p>	<p>Amber Amber</p>
<p>4.0 4.1 4.2 4.3 4.4 4.5 4.6</p>	<p>Treasurer’s Report John S presented his report. He was asked to include the following items in future reports:- <ul style="list-style-type: none"> • Technical Fund • Julia’s House Fund • Members Loans John thanked John S for his clearly formed report. Nic offered to assist John S with any items which he was unfamiliar with. Membership Chris said she had examined the data base and had removed all duplicated items. She also had amended the standard membership letter to make it more personal. Membership at April ’14 was 587. (April ’13: 598, April ’12:616)</p>	<p>John S Nic, John S</p>
<p>5.0 5.1 5.2 5.3 5.4 5.5 5.6 5.7</p>	<p>New Gallery/Bar Area (Phase 3 remaining works) Bob passed round copies of his Revised Budget document based on received quotes and estimates. This totalled £33.6k. He said that various omissions and alterations had been made to bring the total within a more acceptable level. This included omitting the hardwood floor around the bar area and changing the bar counter material from beech block strips to laminate. He said that a member had recently offered £10k towards the cost of the project, so SAC would only have to fund £23.6k of the total if it was decided to proceed with the work. He also said that the Building Committee had recommended single tender action for the work for the following reasons:- <ul style="list-style-type: none"> • The tight timeframe available for pre-contract procedures. • The need to carry out the work in the short 5 week summer recess. • The importance of placing the work with a tried and tested contractor familiar with the building. He also said that he had now received a revised figure for the roof over-cladding of No.13 amounting to £60k, which he felt was a realistic figure. The present life of the existing roof sheeting was thought to be 3-5 years. The Board was concerned that expenditure on the remaining Phase 3 works would reduce the reserve level to an unacceptably low level with the need to re-clad the roof in the near future. After discussion, it was agreed that the work could proceed with the omission of the new bar area (cost £13k). This would reduce the project cost to £20.6k and, with the member’s £10k contribution, SAC would only need to use £10k of the reserve fund to fund the project. The following proposal, put forward by John C and seconded by Nic, was then unanimously passed:- <i>The Board should proceed this summer with the Phase 3 Remaining Works Project with the omission of the new bar on the understanding that the £10k. funding offer from a member still applied.</i></p>	

5.8	John agreed to speak to the member concerned to confirm that the £10k funding offer still applied.	John C
5.9	It was also agreed that the SAC Open Day would be <u>Saturday 6th September</u> to allow extra time for completion of the work and tidying up.	
6.0	Reports	
6.1	<i>Archivists</i> John C reported that the archivists required more I.T. support. Amber agreed to speak to James Hughes on this matter.	Amber
6.2	<i>Film Society -Cinema Screen</i> It was noted that STC had provided £500 towards the cost of the new screen. Amber agreed to speak to Paul Schilling regarding the cost of the new screen and provide figures for next month's meeting.	Amber
6.3	<i>Gallery</i> It was agreed that a combined Website and email appeal would be put out for a replacement for Tom Sleigh and for more volunteers to help with the Gallery. John C offered his services as a volunteer. John C offered to write thanking Tom Sleigh for all his help in setting up and running the Gallery.	Amber John C
6.4	<i>Marketing</i> Ruth offered to take over the role of Advertising Head for the SAC Programme. Her offer was gratefully accepted.	Ruth
7.0	Group Liaison Responsibilities	
7.1	The following group liaison attachments were agreed :- <ul style="list-style-type: none"> • <i>Acoustic Music Club</i>: Chris Dunford • <i>Creative Writing Group</i>: Ruth Drewett • <i>Gallery</i>: Peter Moull 	
7.2	<i>Outside Bodies Representation</i> : Shaftesbury & District Chamber of Commerce – to be decided at next meeting.	All
7.3	<i>Press Officer</i> : Marketing group to appoint a "Press Liaison Representative" to co-ordinate press releases from SAC groups and Bookings Officer.	Jenny
8.0	Development/Maintenance/Repair	
8.1	<i>Building -Auditorium Seating</i> Bob reported that it had been agreed that a wheelchair space would be created at the front of the auditorium in lieu of seats A8 and A9. This will allow 8 additional seats to be created on plinths at the rear of the auditorium with the re-positioning of the entrance doors to line up with the gangway. Together with the extra 5 seats already agreed to be added at the front on the left, this would bring the seat total to 156.	
9.0	HSBC Mandate	
9.1	Documentation handed to John S for completion and return to HSBC.	John S
10.0	Ice Cream Price	
10.1	It was agreed that ice cream prices would increase to 1.70p immediately.	John C
11.0	Working With Children	
11.1	Sue passed round copies of her document <i>Working with Children</i> to	

11.2	all present. She asked for comments to be sent to her by the end of May. Ruth offered to take over the role of Child Supervision Officer from Sue and this was accepted with thanks.	All Ruth
12.0 12.1 12.2	Date of Next Meeting The next meeting will be on Monday 16 th June. Future Meetings in 2014 to be:- Mon 21 st July, Mon 15 th Sept., Mon 20 th Oct., Mon 17 th Nov., Mon 15 th Dec. <u>Please Note</u> :- Date for AGM 2015 – Wed 18 th March.	

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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).

Signed (Chairman)

Date