

## 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 16<sup>th</sup> June 2014**

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

**Apologies:** Val Baker, Richard Longfoot, John Cadmore, Amber Harrison.

No.	Subject	Action
1.0	<b>Open Session</b> None.	
2.0 2.1 2.2	<b>Approval/Signing of Previous Minutes</b> Bob Truscott chaired the meeting in the absence of John Cadmore. The minutes of the meeting held on the 19 <sup>th</sup> May were approved and signed by the Chairman with the following amendments:- <b>Item 5.3</b> <i>At end of item add - Single Tender Action for the Project was then approved unanimously by the Board.</i> <b>Item 8.1</b> <i>At end of item omit - 156 and add - 157.</i>	
3.0 3.1 (1.0) 3.2(3.1) 3.3(3.1) 3.4(5.8) 3.5(7.2) 3.6(7.3) 3.7(9.1)	<b>Matters Arising (not on Agenda)</b> John S confirmed he had passed on £400 payment to Angela Weiss. Amber to remove “info@” email address. Computer/Photocopier Guide – Amber to complete simple guide to its use. Sue confirmed on John C’s behalf that the member concerned was still willing to offer £10k funding for the project. Nic’s offer of representing SAC at Shaftesbury and District Chamber of Commerce meetings was accepted. Jenny confirmed that she would act as Press Liaison Representative for the Marketing Group. John S said he had returned the documentation to HSBC but had been told the wrong forms had been issued. He would obtain the correct forms for completion.	<b>Amber</b>  <b>Amber</b>      <b>JohnS</b>
4.0 4.01 4.02  4.1 4.11 4.12	<b>Treasurer’s Report</b> John S presented his report. There were no queries. He agreed to include an item on the Fundraising Challenge in future reports.  <b>Membership</b> Chris said membership numbers were slightly down mainly due to a reduction in Junior Membership. This might be due in part to the lack of a Youth Theatre group at present. Membership at May ’14 was 577. (May ’13: 587)	
5.0 5.1 5.2	<b>New Gallery/Bar Area (Phase 3 remaining works)</b> There were no questions on Bob’s written report. Bob said that work on the project was due to commence on Monday	

5.3	14 <sup>th</sup> July and last five weeks. The red seats in the Old Gallery would have to be removed prior to work starting. He would discuss where they could be re-located with the Building Committee.	<b>Bob</b>
6.0 6.1 6.2 6.3 6.4	<b>Reports</b> <i>Archivists</i> John C reported that the archivists required more I.T. support. Amber agreed to speak to James Hughes on this matter. <i>Film Society -Cinema Screen</i> Following information received from Paul Schilling, it was unanimously agreed to fund £2,280 from general funds to allow the Film Society to proceed with the purchase and installation of a new electric film screen in July/August. Richard to inform Film Society. <i>Gallery</i> It was agreed that re-painting work to the Gallery would take place in first two weeks of January 2015 as requested by Kate Pickard. It was agreed that Jenny would take over liaison duties for the Gallery from Peter Moull. Jenny said that a potential volunteer had been found to undertake the role vacated by Tom Sleigh. <i>Junior Drama</i> Ruth said she was now undertaking role of Child Protection Liaison Officer and would proceed with the DBS requirements for Sam Skey, Peter Moull and Simon Hunt as soon as possible.	<b>Amber</b>  <b>Richard</b>  <b>Ruth</b>
7.0 7.1 7.2	<b>Working with Children Document</b> Sue's document Working with Children was agreed unanimously. <i>Auction of Promises</i> Sue also mentioned that there would be a <i>Silent Auction of Promises</i> from 6 <sup>th</sup> to 13 <sup>th</sup> September as a fundraising event and asked all directors to provide items for the auction.	<b>All</b>
8.0 8.1 8.2	<b>Development/Maintenance/Repair</b> <i>Roof Over-cladding</i> Bob said he was awaiting another quotation for the roof overcladding. Theatre Protection Fund <i>Lighting Bar Upgrade</i> Bob to send quotation for the Lighting Bar Upgrade to John S for application to the Theatre Protection Fund by the Corporate Fundraising Group.	<b>Bob, John S John C</b>
9.0 9.1 9.2	<b>Date of Next Meeting</b> The next meeting will be on Monday 21 <sup>st</sup> July. <b>Future Meetings in 2014</b> to be:- 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:- Date for AGM 2015 – Wed 18<sup>th</sup> March.</u></b>	

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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, Caroline Hughes(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 .....