

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 8th September 2014

Present: Bob Truscott (Vice Chair), Richard Lloyd (Sec), Peter Moull, John Skillman (Treasurer), Chris Dunford (Membership Sec), Sue Cadmore, Ruth Drewett, Jenny Parker, Val Baker, John Cadmore (Chair), Amber Harrison, Richard Longfoot, Richard Thomas (part only).

Apologies: Nic Griffin

No.	Subject	Action
1.0	<p>Open Session Richard Thomas : Members use of the SAC Computer.</p> <p>Richard proposed that the SAC Computer should be available for any member of the SAC to use for private purposes.</p> <p>A discussion then followed between Richard and various Board members. The general feeling was not in favour of the proposal due to various difficulties that were felt likely to arise, such as control over downloading, possible misuse and damage, concerns over insurance /administration, accidental wiping of other members material etc.</p> <p>After Richard left the meeting, the Board had a full discussion and the following proposal was then agreed unanimously: - <i>The SAC Computer Facilities are only to be used by SAC members for SAC Group Business purposes only and that private use of the computer is not allowed.</i></p> <p>It was also agreed that Amber would ensure that every member using the computer would have a password and would sign a Terms of Use agreement which she would draft out for the Board’s agreement at the next meeting.</p>	Amber
2.0 2.1	<p>Approval/Signing of Previous Minutes The minutes of the meeting held on the 21st. July were approved and signed by the Chairman.</p>	
3.0 3.1 3.2 3.3 3.4 3.5 3.6	<p>Matters Arising (not on Agenda)</p> <p><i>Info @ email address</i> Amber confirmed she had removed the “info@” email address.</p> <p><i>Computer/Photocopier Guide</i> Computer/Photocopier Guide – Amber to complete simple guide to its use.</p> <p><i>HSBC Forms</i> Richard L confirmed that the HSBC forms had now been completed and returned to the bank.</p> <p><i>Archivists IT Support</i> Amber confirmed she had contacted the Archivists regarding IT support.</p> <p><i>DBS Requirements</i> Ruth confirmed she was progressing the DBS requirements for Sam Skey, Peter Moull, Simon Hunt and Beth Lewis’s Junior Drama helpers.</p> <p><i>Theatre Protection Fund</i> John C confirmed he was proceeding with Theatre Protection Fund</p>	<p style="text-align: center;">Amber</p> <p style="text-align: center;">Ruth</p>

3.7	application. <i>More Flexible MaD Performance Pattern</i> Richard L confirmed that the MaD Committee were willing to consider more flexible performance patterns for their productions but felt that this decision had to be taken with the agreement of the show director. The Mad Com would like to include the Box Office Manager in their discussions over individual production timings and the number of performances.	John C
3.8	<i>Cast /Production Crew Perks</i> Following concerns raised by the MaD Committee over the possible income reduction caused by offering production cast/crew members Preview seats for family and friends at reduced rates, it was agreed that this perk would only be available to people who had already purchased a full price ticket for another performance.	
3.9	<i>Crazy for You Recording</i> Amber said that the recording of <i>Crazy for You</i> made by the SAC Film Unit was for personal use only and that no distribution was possible since a licence had not been obtained.	
3.10	<i>Corporate Fundraising</i> John C said the Committee would be meeting at the end of September.	John C
3.11	<i>Publications</i> Amber said that the photocopying records had now been examined and updates on the photocopier usage were now being regularly monitored. Sue confirmed that a Job Sheet to record all photocopying use had been produced and this would have to be completed by all members using the photocopier.	
3.12	<i>Stage/Technical</i> John C said that a new Centre Stage Manager (Andy Hoskins) had now been appointed.	
4.0	Treasurer's Report	
4.1	John S presented his report. He said that several large items connected with the completion of the Phase Three Works were now in the process of payment. He would be discussing increasing the daily maximum payment limits with HSBC.	
4.2	His report would in future have sections covering the <i>Raise the Roof Appeal</i> and the <i>SAC Poetry Group Book Sales</i> .	
4.3	He would provide details of the financial results from the MaD Summer Production in his next report.	
5.0	Membership	
5.1	Chris said membership numbers were slightly down on last year's figure. Membership at August '14 was 577. (August '13: 586). The membership drive at the Open Day had produced results but the £10 Voucher Offer had not been publicised sufficiently to be effective.	
6.0	New Gallery/Bar Area (Phase 3 remaining works)	
6.1	Bob said that work on the project had completed successfully on time and to the agreed budget. He thanked all those involved in bringing it to a successful conclusion. John C thanked Bob and Richard L for all their help in managing the Works.	
6.2	<i>Bar Conversion</i> John C said the bar conversion had been successfully completed thanks to the help from various volunteers.	
7.0	Reports	
7.1	<i>MaD Committee Numbers</i> The Board agreed with the MaD Committee's request that the MaD	

	Committee membership could be reduced from fifteen to twelve members. This decision to be ratified at the MaD AGM in November.	
8.0 8.1 8.2	SAC Open Day John C thanked everyone involved in the recent successful Open Day. He would write to Sue Tabor thanking her for efforts in organising the various events. It was agreed that in future the Gallery Manager would be involved in the planning of the Open Day to avoid any possible conflict with exhibitors.	John C
9.0 9.1 9.2 9.3	Development/Maintenance/Repair <i>Roof Over-cladding</i> Bob said he was still awaiting another quotation for the roof over-cladding. <i>Lighting Bar</i> He said that the lighting bar system replacement had been delayed but this work was now urgently required and was planned to be completed before Christmas. <i>Film Screen</i> The new Film Screen had been successfully installed.	
10.0 10.1 10.2	New Secretary John C said that a replacement for the post of Company Secretary being vacated by Richard L at the end of September was so far outstanding. Amber said she had advertised the position on the SAC Website, on Facebook and by email to the membership and it was hoped a suitable candidate would be found soon.	
11.0 11.1	Key Distribution It was unanimously agreed that the set of keys held by Richard Thomas should be returned to John C as soon as possible.	
12.0 12.1 12.2 12.3 12.4	The Way Ahead 2014 The Short Term Action Plans to be completed by end of 2015 were reviewed. Sue agreed to research the tables and art dais required by the Art Group. Amber said she would instigate the Market Research programme for establishing a clearer picture of our existing and potential audience. It was agreed to review progress on the plans at three monthly intervals. Next review to take place at the December 2014 meeting.	
13.0 13.1	Membership Rates John C would discuss membership rates with the Film Society Chairman and report back at the next meeting.	John C
14.0 14.1 14.2	Date of Next Meeting The next meeting will be <u>on Monday 20th October.</u> Future Meetings in 2014 to be:- Mon 17 th Nov., Mon 15 th Dec. <u>Please Note:- Date for AGM 2015 – Wed 18th March.</u>	

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Copy to:- All directors, Valerie Baker (Premises Hirings), Viv Rudd (Reading), Gillian Flockhart (Art), Beth Lewis (Junior Drama/Youth Theatre), Andy Hoskins/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