

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 17th November 2014

Present: Jenny Parker, Richard Lloyd, Amber Harrison, John Skillman, Peter Moull Chris Dunford, Nic Griffin, Ruth Drewett, Sue Cadmore, John Cadmore (Chairman).

Apologies: Val Baker, Richard Longfoot

In the absence of a Secretary Nic Griffin offered to take notes and John Cadmore offered to circulate the minutes.

No.	Subject	Action
1.0 1.1	Open Session There was no open session business.	
2.0 2.1	Approval/Signing of Previous Minutes The minutes of the meeting held on 14 th October were approved and signed by the Chairman.	
3.0 3.10 10.1 6	Matters Arising (not on Agenda). <i>Corporate Funding</i> John to Meet Katherine Pollock in the New Year. Nic to join this meeting <i>New Secretary</i> John stated that Sue Tabor is considering it if she can be relieved of similar post in M&D Group. John to follow up. <i>UTube Clip</i> David Taylor (TIC) has asked if it is possible for us to show an UTube clip during the trailers at Film Society showings. He would be prepared to pay £250 for a year’s showing. Agreed in principle—talk to Film Society.	John John Amber
4.0 4.1 4.2 4.3	Treasurer’s Report John S commented on his Treasurers report mainly on the outcome of “Crazy for You. ” Although the costs did not exceed the budget there were quite large variations. The main reason for the surplus being below budget was ticket sales being £1000 or 10% down. MAD Budgets. It was agreed to make the budgets and outcome of the last four year’s productions available to producers in order that they had good guide on what was practical. Budget should always be considered by the main board before a production. This is in no way intended to stifle artistic innovation but for the Board to consider the wider financial implications on the Centre as a whole. An initial draft budget for The Owl and the Pussy Cat was a net £6500, rather lower that previous pantomimes/ Nic presented the draft year end accounts. a)These are draft figures and some adjustments will be required. They should not significantly affect the result for the year. b) Preparation of annual accounts is seriously hampered by events in September when money is received for events taking place in the new	 John S

	<p>financial year.</p> <p>c) The result for the year is less than last year largely due to increased running Costs.</p> <p>d) The Centre now cost about £5000 per month to run against last year about £4500.</p> <p>e) The main increase is in repairs and maintenance. Part of this cost was the new screen.</p> <p>f) There may be an anomaly in the analysis of brochures and advertising.</p> <p>g)The work on the foyer was largely covered by fund raising.</p> <p>h) Our bank balances have decreased by £20000 due almost entirely to loan repayments. The amount put into reserves finances these repayments.</p> <p>j) It was agreed to show the amount raised for the Roof as a separate item on future Balance Sheet.</p> <p>k) It was agreed that the yearend should be 31st July to overcome the problems of receipts and payment in August and September falling into the following year.</p> <p>l) A profit and loss account would be prepared every three months so that the overall financial state of the Centre could be monitored.</p> <p>m) Nic attempted to explain the complex nature of the “reserves” shown in the accounts.</p> <p>n) It was agreed that all money raised for the Roof Project should be shown separately from other cash on the Balance Sheet.</p>	<p>John S</p> <p>Nic, John S</p> <p>John S</p> <p>Nic, John S</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Membership</p> <p>Noted that Film Society membership is up and ordinary membership is down.</p> <p>The following new rates were proposed as from September next year</p> <p>Arts Centre single £24 double £44</p> <p>Film members single £44 double £80</p> <p>It was decided to call members “Friends” The advantages of this would be worked out over the e next month in order to get it into the next Programme</p> <p>These proposals to be put to the Film Society</p> <p>A printed list of members to be placed in the Box Office</p>	<p>Amber</p> <p>John C Amber</p>
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Development/Maintenance/Repair</p> <p>John to call a meeting to decide how the Committee proceeds after Bob has left</p> <p>Agreed that the lighting bar winch gear is fitted asap—by “Owl and Pussy Cat”—concerns re the safety of existing ropes. An application for a grant for this had been made to the Theatre Protection Fund A decision is expect in December. A meeting between Jon C Andy B and Steve has been arranged for the first week of December 2014.</p> <p>Phoenix Room This needs repainting. The ceiling is too high for this to be an in-house job. Quotes to be obtained</p>	<p>John C</p> <p>John C</p> <p>John C</p>

7.0	Reports	
7.1	Fundraising: Sue reported that the events for Raise the Roof should amount to £8000 by Christmas	
7.2	Bookings: No report. However a request by Sam Skey to adjust his share of bookings to take account of membership discount was rejected. John will tell Rick.	John C
7.3	Marketing: Jenny reported that a meeting had decided that the BMV adverts should be reduce by 50% and the money saved used elsewhere. The big Yellow signs seemed to be getting more bookings. The Programme needs to be put in more public places such as Surgeries and cafes. More effort needs to be made to distribute flyers for paid performances	All
7.4	Survey: Amber reported that there had been 137 responses so far of which 40 were members. We should try to get printed surveys in the Library and possibly cafes if we can be sure they will be returned	
7.5	Photo copier: Amber said 42000 copies had been made in the last year. Coloured copies cost 3.6p each but black copies were £1 for 25. Users need to take more care when setting up and on print run sizes. Rules and instructions to be produced	Amber
8.0	The New Foyer	
8.1	Jenny had produced usage guidance for the Foyer. It was agreed that all directors should try to look at the Centre when visiting it for any reason to make sure it was kept clean, tidy, smart and uncluttered. Having the Gallery open during performances could increase sales and make the Centre more interesting.	All directors
8.2	It was agreed that small exhibitions should be held in the Foyer but the standard must be compatible with the status of the Centre.	
8.3	There is a need for tea and coffee making facilities. New coffee machine required.	Sue
8.4	Cupboard to keep cups and saucers - an in house job.	John C
9.0	Way Ahead Review	
9.1	Refer to again in January.	
10.0	Date of Next Meeting	
10.1	The next meeting will be on Monday 15 th December. <u>Please Note:-</u> Date for AGM 2015 – Wed 18th March.	

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