

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 8 December 2014

Present: Jenny Parker, Richard Lloyd, John Skillman, Peter Moull, Chris Dunford, Nic Griffin, Ruth Drewett, Val Baker, Richard Longfoot, Sue Cadmore, John Cadmore (chairman), Sue Tabor (Temp.Secretary)

Apologies: Amber Harrison

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 17 November were approved and signed by the chairman, there was one amendment to 3.10 to change Katherine to Carol	
3.0 6	Matters Arising (not on Agenda) <i>YOUtube Clip</i> - John Cadmore said that a letter had gone from Paul to David stating that the film society had turned it down.	
4.2	<i>Draft budget - Owl and Pussycat</i> - to be revised.	Sue C
4.3(d)	<i>Membership fees</i> - discussed, decision to be made in January meeting	All
6.1	Meeting has been held -	John C
6.2	<i>Lighting Bar Winch gear</i> - has been fitted.	
6.3	<i>Phoenix room decoration</i> - John C obtaining quotes for ceiling decoration.	John C
8.3	<i>Tea trolley to foyer.</i> It was agreed to put the ice cream fridge on an angle to create an area for a tea trolley.	Bld. Com
3.1	<i>Theatre Sign</i> It was agreed to put a theatre sign above the auditorium entrance.	Bld. Com

3.2	<i>Notice for roof fund</i> - It was agreed that a large notice would be produced. Sue Cadmore to approach artists group.	Sue C
7.5	<i>Photocopier</i> - instructions awaited	Amber
4.0	Treasurer's report -	Richard Lloyd
4.1	Richard will send the financial report from previous shows to the MaD committee.	
4.2	Macbeth profit level higher than previously reported.	
4.3	John Skillman is to recheck figures for the Dean Friedman booking.	John S
4.4	It was agreed that the MaD com need to emphasise to show directors that approved budgets must not be exceeded.	John C
5.0	Membership Report	
5.1	John S to examine use of standing orders/direct debits for membership.	John S
5.2	<i>Membership promotion</i> - possible use of Mad com to help promote membership at carnival etc. John C to discuss at mad com	John C
6.0	Development/Maintenance/Repair	
6.1	<i>Phase 3</i> - name plate to foyer now completed.	
6.2	<i>New hoover/cleaning cupboard.</i> new hoover and cleaning cupboard is required. John Cadmore to take this to building committee.	John C
6.3	<i>emergency cleaning kit</i> - space to be found in box office.	Jenny
6.4	<i>Velux window to Phoenix room-</i> John Cadmore to contact Spicers.	John C
6.5	<i>Decoration of Phoenix Room,</i> to be done during summer break.	Bldg. Com
6.6	<i>Middle dressing room</i> new net curtain and decoration rewired.	Bldg Com
6.7	<i>Summer shut down</i> - it was agreed that the arts centre be kept open for Richard Longfoot's booking in July. It was agreed to close for 3 weeks beginning 27 July to 7 August. Sue T to let other groups know.	Sue T
6.8	<i>Open day 2015</i> - agreed to be 7 September.	
7.0	Reports	
7.1	<i>Guys Marsh volunteering opportunities</i> - John Cadmore reported on his and Sue's weekly visit to the prison to discuss volunteering opportunities for ex-inmates.	
7.2	<i>Christmas music</i> - John C to write to Chris and Mike Sims to thank them.	John C

7.3	<i>Santas grotto</i> - John C to write a letter of thanks to Sophia WW.	John C
7.4	<i>St Peters Choir</i> - John C to send letter to Greg Underwood re Christmas Music.	John C
7.5	<i>Production Clashes</i> - To avoid clashes with neighbouring productions eg Motcombe, greater liaison is necessary. John C to discuss with MaD com.	
8.0	DONM	
8.1	19 January 2015	
8.2	<i>future meetings:</i> Monday Feb 16 Monday 16 Mar Monday 20 Apr Monday 18 May	
8.3	<i>AGM Wed 18 Mar</i>	

Copy to:- All Directors, Val Baker (*Premises Hirings*), Viv Rudd (*Reading*), Gillian Flockhart (*Art*), Beth Lewis (*Junior Drama/Youth Theatre*), Dave (*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*), Sophie Lester (*Music and Drama*), Angela Weiss (*Community Film Unit*).

Signed (Chairman)

Date