

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 January 2015

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

In the absence of a Secretary Nic Griffin offered to take the minutes

No.	Subject	Action
1	Apologies -Amber Harrison	
2.0	Open Session There was no open sessions business ”	
3.0	Approval/Signing of Previous Minutes Corrections Matters arising 6.1 the meeting of the ” building group” is still to be held 6.6 Open Day should be 5 th September 6.7 Date for the Summer closing should be to 16 th August not 7 th . Circulation The Stage Manger is Andy Hoskins not Dave Tom Shears not Gulden (could not trace this???) The minutes of the meeting held on 8 th December 2014 were then approved and signed by the Chairman.	
4	Matters Arising (not on Agenda). .Corporate Funding John to meet Carol Pollock in the New Year. Nic to join this meeting <i>Note the references are to the numbers on the 8th December minutes</i> 3.1 Theatre Door Jenny circulated designs by Janet Swiss for the door. The design with THEATRE on it was selected and a cost of approximately £300 was agreed. 4.4 The emphasis to show producers not to exceed budgets is still outstanding 6.0 The YouTube clip was rejected as being not very good and constant repetition to regular audiences could be monotonous 7.2 The notice for the Roof Fund is still outstanding	John Jenny John C Sue
5 5.1	Treasurer’s Report John S John produced a summary of income and expenditure for the three months to 31 st December. While there were some variations from last year it appeared the SAC was running at a surplus.	

<p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>MAD Budgets productions are now available to producers.</p> <p>The budget and outcomes to date for The Owl and the Pussy Cat indicated that it was probably on target</p> <p>John presented the final year end accounts. Nic explained that these were for statutory purposes and the internal accounts held the same information in a much simpler format.</p> <p>John was complimented on the very considerable amount of work That he had undertaken in the very short time since his appointment.</p> <p>The Board has confidence in way he is progressing and producing use information.</p>	
<p>6 and 7</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>Membership</p> <p>There was a small decrease in the membership numbers</p> <p>The following new rates were agreed as from September next year Arts Centre single £24 double £44 Film members single £44 double £80</p> <p>A package to make membership more attractive w required. For example priority booking seat reservations and meeting the cast. A small committee would get information from other theatres on their membership advantages and prepare a draft package for the Board to consider.</p> <p>The membership list to be available in the Box Office</p>	<p>Jenny, Chris, Sue and John C</p> <p>Amber</p>
<p>8</p>	<p>AGM As we have no Secretary at present Richard agreed to progress the AGM. However this would have to be delayed. The new date was fixed at 6th May. Richard would issue an updated programme. Nic agreed to act as Secretary at the AGM in Richard's absence John stated that he would not stand as Chairman . All directors to think who may replace him John also stated that his bar licence would expire in September Nic would arrange the transfer to the board</p>	<p>Richard</p> <p>All Directors</p> <p>Nic</p>

<p>9 9.1</p>	<p>Development/Maintenance/Repair John to call a meeting to decide how the Committee proceeds after Bob has left</p>	<p>John C</p>
<p>9.2 9.3</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>Lighting bar We did not get a grant</p>	<p>John C</p>
<p>10 10.1 10.2 10.3 10.4 10.5 10.6</p>	<p>Reports</p> <p>Fundraising no report</p> <p>Bookings No report</p> <p>Marketing no report</p> <p>SURVEY Amber asked for this to be dealt with at the next meeting</p> <p>Photo copier.</p> <p>Box Office</p> <p>10.6.1 The purchase of cleaning fluid needs to be achieved before the Pantomime</p> <p>10.6.2 The new cleaning cupboard to be dealt with by Maintenance</p> <p>10.6.3 New Credit card system</p> <p>10.6.4 Advertising screen outside box office A new screen is required as the existing screen is now non functional</p>	<p>Amber</p> <p>Jenny</p> <p>John C</p> <p>Jenny and Nic</p>
<p>11 11.1 11.2</p>	<p>New Secretary.. Sue Tabor was not now taking this position. Urgent action is needed to recruit a secretary.. An email and leaflet will be produced using help from Dave at Swans Yard.</p> <p>All directors are to think of anyone that may be suitable or available for this post</p>	<p>Jenny</p> <p>All directors</p>
<p>12</p>	<p>Way Ahead Review—this will be dealt with at the next Meeting so that any updates can be included in the Annual Report All directors are to liaise with those in their spheres to get the up-to-</p>	<p>All Directors</p>

	date situation.	
13	<p>Date of Next Meeting The next meeting will be on Monday 16th February 2015.</p> <p><u>Please Note:-</u> Date for AGM 2015 – Wed 6th May 2015</p>	

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