

Shaftesbury Arts Centre

Minutes of the directors' meeting held on Monday 16th March 2015

Present John Cadmore (in the chair) John Skillman (Treasurer) Nic Griffin (acting Secretary) Peter Moull, Sue Cadmore, ,Jenny Parker, Richard Longfoot ,Amber Harrison and Ruth Drewett

| No. | Subject | Action |
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| 1 | Apologies for absence: Val Baker | |
| 2 | NEW SECRETARY John Cadmore introduced Sam Moloney as the new Secretary. She gave a brief resume of her career which has been largely working for Arts organisations in the capacity of administrator, finance and company secretary. She was co-opted onto the Board | |
| 3 | OPEN SESSION There was no open session | |
| 4 | APPROVAL OF THE MINUTES of the meeting held on 17th January. After correction numerous spelling errors the minutes of the meeting were then signed | Nic G |
| 5 | MATTERS ARISING Amber and David have been in touch and interest meeting will soon take place There were no other matters that are not dealt with elsewhere | |
| 6 | TREASURERS' REPORT John's report showed that cash balances slightly lower than last month. Fund raising activity continued. Some concern was raised the possible years' outcome. Nic and John explained that they have run a summary of the costs to date and it appears that the annual outcome will probably be similar to last year. It was pointed out that there will be no spring production and the summer production is not a musical and therefore may not produce as much income. However income and sources of funds seem to be holding up very well including in particular rentals The Owl and the Pussy Cat preliminary figures showed much less costs than budgeted it therefore made a good surplus of over £8,000. John C reported that despite the relatively low attendance at Owl the bar takings were good. He attributed this to the bar being in the new Foyer | John S Nic |
| 7 | MEMBERSHIP A slight fall in numbers was reported. | |

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| 8 | <p>DEVELOPMENT AND MAINTENANCE</p> <ol style="list-style-type: none"> 1. Electrical certificate still needed for final “signing off” for Foyer project—matter in hand. 2. Coffee server trolley—in hand. 3. Order been placed with G.M.Spicer for:- all damaged/missing lead flashing to be replaced:- broken tiles over front of Gallery to be replaced:- Velux window in Phoenix to freed:-roof above damp patch in Phoenix Room to be repaired. 4. Decided against suspended ceiling in Phoenix Room—cost not justified. 5. Prices to be sought from local tradesmen for decorating Phoenix Room ceiling this Summer—rest of room will be an “in house” effort. 6. Price to be sought for replacing leaking guttering on both sides of building. Has been on the list as an “in house” repair for a few years—now realised that it is too big a job to be tackled in this way—becoming urgent. 7. Daniel Goodrich is repairing loose door furniture as necessary 8. Following another attempted break in via back fire doors have decided to investigate cost of installing a CCTV system. <p>Caretaking</p> <p>Some concern was expressed over the amount of work being done to open up and set up rooms for hirers. This is carried out by a very small number of people... Some effort needs to take place to let hirers know that it is their responsibility to put out seats. John will speak to Val to see what can be done to improve the situation</p> <p>It is possible that a rota system could be adopted in order to reduce the amount of time at porn spends at the Art Centre</p> <p>It was recognised that about 40 sets of keys are in existence and held by a large number of people some means of controlling this needs to be adopted.</p> <p>The possibility of a box office opening at 9.30 am was considered as this could overcome the problem of opening the Centre for events starting at that time</p> | <p>John C John C</p> <p>John C</p> <p>Jenny John</p> <p>Jenny</p> |
| 9 | <p>REPORTS</p> <p>9.1 Gallery The lights still need to be moved</p> <p>9.2 Fund Raising see Treasurers report</p> <p>9.3 Photocopier There was a discussion on the use of the photo copier it appears that we may well be using it more frequently than previously. However it is not totally clear where the increase arises. It is certain that very many more expensive colour copies are made than black and white. John S and Nic will make a report explain the situation.</p> | |

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| 9.4 | Survey Amber gave a resume way of the results of the survey which was completed something like a third of the members responded and some interesting ideas arose | |
| 9.5 | Lettings there was some discussion on potential lettings and it was agreed that these should not include lettings to political or religious organisations | John C Val |
| 10 | Transfer of Alcohol licence. The licence is now in the Arts Centre corporate name | Nic |
| 11 | Annual general Meeting Annual general meeting this was proceeding satisfactorily and letters asking for new board members was going out very soon We still need a new Chairman The Way Ahead John had reviewed this and considered it did not need rewriting. He would make the necessary changes | All Directors John C |
| 12 | Date of next Meeting 13 th April 7.30 pm Proctor room note this is the second Monday not the third | |