

Shaftesbury Arts Centre

Minutes of the directors' meeting held on 20th July 2015

Directors present: Jenny Parker (Chair), John Cadmore, Sam Moloney (Secretary), Nic Griffin, Sue Cadmore, Chris Dunford, Amber Harrison, Ruth Drewett, Richard Lloyd, Rick Longfoot, John Skillman and Sandra Trim

Other members present: Val Baker and Karen Tippins

No.	Subject	Action
1.	Apologies for absence: None	
2.	Members open session: None	
3.	<p>APPROVAL OF THE MINUTES of the meeting held on 22nd June 2015.</p> <p>The minutes were approved and signed by Jenny as a true record of the previous meeting.</p>	
4.	<p>MATTERS ARISING (not on agenda)</p> <p>4a. Gilets Amber to create a more simple logo</p> <p>4b. Card Scanner Amber to order from David Mew</p> <p>4c. Servery The servery worked well and the coffee takings were up. Bar takings, however, were low.</p> <p>4d. Membership working group Have yet to hold their second meeting</p> <p>4e. Arts Centre capacity figures John Cadmore will continue to look for the relevant paperwork and report back to the board.</p> <p>4f. Peter Riley The board were delighted that Peter will be undertaking a voluntary advisory role for SAC. Initially, Peter will meet with Val and Jenny to look at room hire and then he will look at membership. Rick had said that he would like support with bookings and more input and suggestions from people into his bookings for SAC. Richard Lloyd suggested approaching Sophie in the Music & Drama society. He's happy to approach her.</p>	<p>AH</p> <p>AH</p> <p>JC</p> <p>R Lloyd</p>

4g.	Box office Caroline Hughes who helps in the gallery has offered to work in box office	
4h.	DBS Ruth struggles to pin people down to meet her to look at IDs. She is going to go to people's houses this summer if necessary. John reported that DBS checks are on the agenda for the music and drama group later this week. He will come back to Ruth with new names.	John C
4i.	IT Simon suggested running a course with James Thrift for using the MAC and its association with the photocopier. Amber suggested tailoring the course to what people need to know.	
5.	TREASURER'S REPORT John S reported that <i>House and Garden</i> had made a profit of £7,270 against a target of £11,489. Sue asked about the photocopying of leaflets as they don't seem to appear on the report. John S will check John S and Nic talked to the treasurer's report. The Raise the Roof campaign fund is currently at £13,412.10. The silent auction made £200. John C to talk to music and drama about the possibility of putting on more popular shows for longer than a week in order to increase box office income. John C was concerned that there is no extra Sunday matinee for Jack and the Beanstalk. Sue suggested a dress rehearsal as a preview matinee. The date for the next AGM was agreed as the 24 th February 2016.	JS
6.	ARTS COUNCIL GRANT The grant is for existing arts centres and is for a minimum of £500,000. Jenny and the board agreed that this is a great opportunity for SAC and that we should apply for a grant for substantial building works this year. Paul Goddard, Arts Council, responded to an email from Jenny saying that we would need to show concrete evidence of how SAC meets arts council goals.	
7.	MEMBERSHIP REPORT Due to Chris reporting a further dip in membership numbers, the board discussed methods to make signing up easier. Chris has sent standing order forms and bank transfer information with renewal forms. Sue asked whether Chris could be notified when members have renewed in response to her renewal letters. Amber suggested adding a field to OSCAR (SAC's box office system) which would show how people renewed their membership.	

8.	REPORTS – ACTIONS REQUIRED	
8a.	Box Office	
	The board approved Jenny’s proposed summer box office closing dates and the re-opening on 17 th August.	
8b.	Kate’s gallery report	
	The directors approved Kate’s proposal to make the Open day an open day for artists and discussed details regarding the planning for the day.	
8c.	Building report	
	John Cadmore reported that the Phoenix room redecoration project is well in hand.	
	The Film Society is all on track for next season.	
8d.	Fundraising Events	
	Sue reported the fundraising team will be holding 2 events at the Remembrance Hall in Charlton, a quiz and <i>Rock around the Clock</i> .	
	Sue has managed to get <i>Singalong to Frozen</i> for 5 th December and suggested having a collecting bucket on the day for donations or donations for having a photo taken with someone dressed as one of the characters. The directors thought this was a great idea.	
8e.	Situations vacant	
	John C reported that Simon would be willing to take on the role of press officer and he might be interested in creating a paper newsletter. He is also interested in the archive. Jenny is delighted to be getting a team of archivists as Mike Sims and Jonathan Bird are also keen. Carolyn from Turnmills has expressed interest in working in projection. We also have a new proof reader.	
8f.	Guitar practice hire	
	Val had been approached by 2 people looking to use SAC at very low cost to rehearse guitar. The directors were concerned about problems with noise but suggested giving them a trial period of one month when the new season starts.	
8g.	Snowdrops Festival	
	<p>The Snowdrops festival have asked whether:</p> <ol style="list-style-type: none"> 1. We could sell their merchandise on OSCAR if we take a percentage 2. They could hold the exhibition in SAC’s gallery 3. Kate could do the get-in and get-out 4. They could use the gallery as Snowdrop Central <p>The board agreed that there was no problem with the first 3 items as long as SAC</p>	

	is paid the percentage on merchandise and for Kate's time. Re item 4 there was some concern that having 'Snowdrop Central' in the gallery would lead to excessive disturbance for visitors to the exhibition. Sue suggested having 'Snowdrop Central' in the foyer.	
9	DATE OF NEXT MEETINGS Monday 28 th September Monday 26 th October Monday 23 rd November Monday 21 st December AGM Wednesday 24 th February 2016	