

Shaftesbury Arts Centre

Minutes of the Directors' Meeting held on 28th September 2015

Directors present: Jenny Parker (chair), Ruth Drewett, Nic Griffin, Richard Lloyd, Rick Longfoot, John Skillman.

Others: Val Baker, Karen Tippins, Peter Ryley

| No | Subject | Action |
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| 1. | Apologies for absence: John Cadmore, Sue Cadmore, Chris Dunford, Amber Harrison, Sandra Trim, Paul Goddard (Arts Council). | |
| 2. | Members open session: Peter Ryley. Introductions were made. Living in Shaftesbury and as a recently retired finance director with professional experience of finance systems globally Peter has been invited to support the new financial team. He has been working with Val Baker on the simplification of the room hire system at SAC. The form for room hire has been simplified and the rates have been brought more in line with commercial rates. Peter will be working within each area of the SAC in turn to streamline and explore areas to reduce expenditure and increase efficiency. | |
| 3. | Approval of the minutes of the meeting held on 20 th July 2015. The minutes were signed by Jenny as a true record of the previous meeting. | |
| 4. | Matters Arising not on the Agenda | |
| 4a. | Distribution of the minutes. To all Directors first for approval, secondly to heads of departments and then lastly to be published on the website. Richard to provide list of Heads of Departments to Ruth. | RL RD |
| 4b. | Gilets Now made, well received. Were worn on open day and looked professional. | |
| 4c. | Card scanner: To be chased up. | AH |
| 4d. | Membership Peter Ryley has been asked to look at membership. | |
| 4e. | Arts Centre Capacity figures John Cadmore has found no paperwork stating capacity of SAC rooms. Will have to apply to NDDC to find out capacity of rooms. | JC |
| 4f. | Caroline and Annie Wilson are now in training for the box office. | |
| 4g. | All chaperones already have DBS certificates. Forms sent out and returned. | RD |
| 4h. | Paul Goddard unable to attend next meeting. He would like to attend one | |

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| <p>4i.</p> <p>4j.</p> | <p>after that.</p> <p>Jenny clarified that she had reported that Simon would like to take on the role of press officer, not John Cadmore as stated in the minutes.</p> <p>Dates of Board meetings. It was agreed that the dates of the meetings should revert to the 3rd Monday of every month as previously: 19th October 16th November 21st December</p> | |
| <p>5.</p> | <p>Treasurer's Report</p> <p>Unallocated funds are lower at £18,000 Nic Griffin explained that the Sac is making £2,000 surplus and the borrowing exceeds this. Discussion ensued as to why and how this may have occurred and what we are to do about it. Key points:-</p> <ul style="list-style-type: none"> • £12,000 has been raised for 'Raise the Roof' fund. • There had been no spring performance. • The performances have made less profit. • Gallery and room hire is propping up funds • Much effort has been put into fund raising which does not appear in the revenue account. • Income is going down. • Cost of sales is constant. • Savings have been made in utilities and insurance. <p>What is to be done?</p> <ol style="list-style-type: none"> 1. Identify where main decline has occurred and take action to stop the decline and improve those areas. 2. Work with heads of Departments to identify problems and solutions. (Loss of income from: - Music and Drama, Film, Live Music.) <p>Peter Ryley explained that he had had a look at the breakdown and he said that some areas were making a lot of money – if these areas are improved there would be a short term gain.</p> <p>Val Baker asked John Skillman where the catering funds from the snowdrop festival would appear in the accounts. John will check this.</p> <p>Sweeney Todd is being put on this month and the Board have not seen any figures, however, they had been sent to the treasurer. There is a need to influence productions to be much more profitable.</p> <p>The pantomime will be very traditional this year which will attract a wider audience and be more profitable.</p> <p>Thank you very much to the family of Ron Holmes (Art Gallery) for the sum</p> | |

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| | <p>of £700 which was the collection from his funeral.</p> <p>Request from David Grierson The orchestra In Sweeny Todd will be on the stage where they need lights and music stands. He has requested the purchase of 8 music stands with guarded lights (1 for the conductor). The cost of this would be £2,000. Ordinary stands would be £1,500 or £300 to hire. Richard Lloyd proposed that £300 be given to the production of 'Sweeny Todd' to hire the music stands. Seconded by Nic. All agreed.</p> <p>Rick suggested that Music and Drama present budget to the board 3 months prior to the performance.</p> <p>Sophie Lester will be asked to attend next meeting to present budget for pantomime.</p> <p>Ruth asked about asset management. There is a list of items owned by SAC for the insurance.</p> | |
| 6. | <p>Membership Report. No comment as Chris was absent.</p> | |
| 7. | <p>Bookings Rick had prepared a document showing the difficulties he is now experiencing when booking shows. He was asked to forward the document to the absent directors. This matter will be placed on the agenda for next time. In the meantime Peter Ryley will meet with Rick to look at possible strategies.</p> | |
| 8. | <p>First Aid Trained First Aiders are needed for front of house staff. St John's ambulance used to come for free. Jenny to phone St John's Ambulance to discuss.</p> | JP |
| 9. | <p>Reports, action required.</p> | |
| 9a. | <p>Gallery Friction between The Gallery Tea and Snowdrop Group. Kate would like the directors' support. Jenny to provide this.</p> <p>Jenny read extract from report requesting £350 for painting gallery. Jenny to respond and suggest that she asks the building committee for their opinion.</p> | JP JP |
| 9b. | <p>Town Council Karen Tippings reported. 21st February 2016 is Civic day. Dignitaries are to be invited to Shaftesbury. Richard Tippings (Mayor of Shaftesbury) has nominated SAC as charity this year. Civic day will begin at 10am (last day of Snowdrop Festival). 40 -50 mayors are invited. Activities to include visits to market, Swan's Yard, SAC for lunch, the Abbey, Town Hall ending with the 6.30pm Snowdrop lantern parade. Richard Tippings would like a short performance at SAC.</p> | |

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| 9c. | <p>It was decided to discuss this at the next meeting.</p> <p>Company Secretary</p> <p>As Sam Moloney has given up the role of Company Secretary, Nic proposed that Peter Ryley became Company Secretary, it was seconded by Rick and all agreed. This role is not to include taking the minutes. It was suggested that directors took turns to take the minutes.</p> | |
| 10. | <p>Date of next meeting. 19th October 2015.</p> | |