

## Shaftesbury Arts Centre

### Minutes of the Directors' Meeting held on 28<sup>th</sup> September 2015

**Directors present:** Peter Ryley, Ruth Drewett, Nic Griffin, Richard Lloyd, Rick Longfoot, John Skillman, Val Baker, Sue Cadmore, John Cadmore, Sandra Trim, Chris Dunford.

No	Subject	Action
1.	<b>Apologies for absence:</b> Jenny Parker, Amber Harrison	
2.	<b>Members open session:</b> Sophie Lester sent apologies unable to attend. Budget for Jack and the Beanstalk discussed. Richard Lloyd asked for a comparison with last year's panto. Felt it would be useful to have as a point of reference before we approve it. Sue proposed we agree the budget, seconded by Ruth. Discussion ensued concerning accuracy of budget particularly concerning ticket sales comparison and previous budget estimates. Nic and John Skillman will produce a statement showing percentage guidelines for future productions based on past productions.	NG JS
3.	<b>Approval of the minutes</b> of the meeting held on 28 <sup>th</sup> September 2015. The minutes were signed by John Cadmore as a true record of the previous meeting.	
4.	<b>Matters Arising not on the Agenda</b>	
4a.	Peter Ryley was invited to join the Board of Directors. Proposed by Richard Lloyd; seconded by John Cadmore.	
4b.	First Aid Jenny is in communication with Richard Mullins from St John's Ambulance. We are not obliged to have First Aid on site but must provide access to emergency services.	JP
4c.	Arts Centre Capacity figures John stated that 150 -160 people in the foyer area of SAC is not a problem. The exits are clearly marked. Fire and Rescue service provide advice for capacity figures. We have the capacity figures for the other rooms.	JC
4d.	Kate will contact the buildings team re decoration of the gallery.	
4e.	The sum of £700 from Ron Holmes funeral should read £607. Jenny has received a lovely letter from Lone thanking us for wanting to remember him in the 'old gallery' that he loved. Richard Lloyd asked to get a plaque made. Jenny will consult with him about wording.	RL JP
4f.	In previous meeting it was agreed to allow hiring of music stands for Sweeney Todd. Were they hired? John C. to find out.	JC
4g.	John raised subject of orchestra pit need to be included on overall plan for SAC.	

<p>4h.</p> <p>4i.</p> <p>4j.</p>	<p>Paul Goddard from the Arts Council hopes to attend the next meeting 16<sup>th</sup> November 2015.</p> <p>28.9.15 minutes should read Simon Hunt was willing to take on the role of Press Officer.</p> <p>Clarification of rates for room hire. An extra rate has been introduced for commercial clients for room hire.</p>	
<p>5.</p>	<p><b>Treasurer's Report</b>  John S showed interim figures for Sweeney Todd – sold out on all nights except for seats on Thursday. Sue C. asked about £500 musician expenses. John S. to find out what this is.  Cash flow has improved now at £24,000. It was at £16,000 at beginning of year.  Peter Ryley to give progress report at next meeting regarding identification of areas to be improved.</p>	<p>PR</p>
<p>6.</p>	<p><b>Membership Report.</b>  There are 525 members. This figure is down by approx. 70. Peter R. asked for numbers of starters and leavers. Nic G will investigate through OSCA. Discussion regarding changing 'members' to 'friends'. Sue C. mentioned that Salisbury Playhouse has reversed this.  Action is needed to raise membership.</p>	<p>NG</p>
<p>7.</p>	<p><b>External Bookings</b>  Rick produced another report to be attached to the minutes.  Rick confirmed that he deals with a wide range of bookings from dance, drama, speakers, bands and musicians etc.  S.C. suggested that if we wanted to attract a larger audience maybe we should consider another venue. The school hall is the only venue that is bigger that we could use in Shaftesbury.  It was felt that marketing is the key. The yellow boards advertising Sweeney Todd are to come down and be replaced with advertising for Animals and Friends.  It is noticeable how difficult it is to encourage people to attend midweek and small venues tend to get the last available dates of bands.</p> <ol style="list-style-type: none"> <li>1. Leave this until P.R. has completed investigation.</li> <li>2. There is no mention of SAC events in 'What's on in Dorset' Rick needs someone to feed SAC programme to this website. Jenny is chasing up a couple of people who may be able to help with publicity.</li> <li>3. There is a need for a press secretary, advertising crucial to ensure ticket sales. J.P. - Communication between Amber, Simon and Rick is essential. They are now communicating well and tickets are selling. A dedicated marketing person could help with this.</li> </ol> <p>Peter R. felt that once he had the relevant information regarding the film society then it would be necessary to set up a small group to investigate ways to improve and develop.  Rick feels that he is in the unique position of being solely responsible for</p>	

	profit or loss of a potentially large sum of SAC funds. John C. proposed a vote of thanks and congratulations to Rick for all that he does for the arts centre which was seconded by Nic.	
8.	<b>Civic Day</b> This is under discussion. Clarification sought over lunch requirements and timings. Reassurance that nothing has been decided at the moment. Sue C. to contact Karen Tippins.	SC
9.	<b>Back up for Key Roles</b> Still looking for someone to back up Sandra Trim (Front of House) and Rick for external bookings. Sue will send Jenny a list of the homes she contacts for previews and Jenny will back her up. Support needed for Buildings and Health and Safety.	SC JP
10.	<b>Community Connections.</b> Flying Start nursery have contacted Val to ask if they can hire the theatre for their Nativity 5-6pm time slot. Val proposed a sum of £90 (reduced). This sum was agreed. Rick felt that it would be good for outreach.	VB
11.	<b>Chairman's Business</b> None	
12.	<b>Date of next meeting.</b> 16 <sup>th</sup> November 2015.	