

Shaftesbury Arts Centre

Minutes of the directors' meeting held on 13th April 2015

Present: John Cadmore (Chair), John Skillman (Treasurer), Nic Griffin, Sam Moloney (Secretary), Peter Moull, Sue Cadmore, Jenny Parker, Amber Harrison, Richard Longfoot, Richard Lloyd, Chris Dunford and Ruth Drewett

No.	Subject	Action
1	Apologies for absence: Val Baker	
2	MEMBERS OPEN SESSION There was no open session	
3	APPROVAL OF THE MINUTES of the meeting held on 16th March. Richard and Chris had not been recorded as present at the meeting One spelling mistake re 'that Paul spends' instead of porn. Sam to correct and file the amended version. Sam to send Amber the updated version for the website. Nic to send Sam the Word version of the 16 th March minutes Subject to these changes being made the minutes were approved and signed by John as a true record of the previous meeting	Sam Nic
4	MATTERS ARISING A tribute to Bob Truscott to be included in the next e-newsletter Jenny reported that Bob would have loved a coffee machine at SAC as a more permanent tribute in his memory Caretaking meeting Jenny reported that Val and Paul had expressed concern at the time they were spending on this. Further meeting held involving Jenny, Val and John (Paul unable to attend) came up with the following:- <ol style="list-style-type: none"> 1. Our own groups and those holding meetings must be encouraged to put away their own tables, chairs etc. 2. Reference was made to an existing list of people willing to help with caretaking work. Need to find more. 3. Need to encourage new hirers to get out and clear away their own stuff. This is usual practice in most hiring halls. 4. John: we also have to trust people to lock the front door. Val has been checking but we decided to leave it and trust people. Jenny: there will be a marketing meeting next week. John: before the AGM John will have reviewed <i>The Way Ahead</i> and circulated for	Amber

	comments.	
5	TREASURERS' REPORT	
5a.	Photocopier John Skillman talked to the photocopier figures. He said it was difficult to make any meaningful analysis because he doesn't get a monthly readings report. Ambers gets this by email and will send them to John going forward and will also send the last 12 months figures. Amber suggested that John adds the photocopier expenses as an item on the monthly report.	Amber John
5b.	Room Letting Val was congratulated on ace achieving good room hire rates.	
5c.	Electricity Richard commented on the cost of electricity that seemed high. Jenny noted that the meter was faulty. John to have a word with Andy.	John S
5e.	Shaftesbury Orchestra Donation towards Raise the Roof John C reported that he had been presented with £504 from Shaftesbury Orchestra towards SAC's Raise the Roof appeal. Jenny asked whether Father Christmas at Orchard Park was for Raise the Roof. John confirmed that it was and he will make this change to the financial reports. Jenny asked about when we apply for Gift Aid and John reported that he is ready to do it shortly. Richard asked about agreement to the annual accounts and whether this had been reported correctly in the January accounts. The directors officially adopted the annual accounts. Sam to amend the January minutes to reflect this.	John S Sam
6 & 8	MEMBERSHIP REPORT AND FALLING MEMBERSHIP NUMBERS Chris talked to her membership report which showed falling numbers of people joining SAC as members. Although the fall in numbers is not huge, it is something we should be concerned about and looking to remedy. One of the problems identified by Chris was the difficulty of taking annual payments. We don't currently have the ability to use direct debits, which would make things a lot easier. Previously SAC's bank manager said that we don't have a high enough turnover for a direct debit scheme. John offered to approach the bank rep to ask about direct debits. Chris can't currently see when someone has paid to send out the membership	John S

	<p>card</p> <p>Chris asked the board for clarification around whether the membership group ought to be focussing on developing a new friends system or whether they ought to be trying to make the current membership into a more enticing proposition. The directors agreed that the membership group should be looking at ways to make the current package more attractive.</p> <p>Amber: in terms of timing it would be good to have this for the next programme</p> <p>Amber has added a section to the newsletter about becoming a member because one the findings from the survey was a significant number of people didn't realise they could become members.</p> <p>John C suggested bringing this up as a major item at the next meeting.</p> <p>Date for the membership meeting: 23rd April 7.30pm</p>	Sam
7	<p>FILM UNIT</p> <p>David reported to John C that the kit which we got with the grant is now out of date. Its uses tapes which are not easy to get hold of. His recommendation was we sell the kit and get £1000 and buy the kind of kit he uses which costs £1000.</p> <p>Amber: it's more normal now to record on hard drive</p>	
9	<p>AGM 2015</p> <p>Richard reported that the annual report has been done and the letters have gone out. We had one application for directorship from Sandra Trim. Peter Moull is resigning so there is space for Sandra to come on the board with no need for anyone to resign.</p> <p>The board wished Peter well and thanked him for his contribution to the arts centre.</p> <p>Paul or John will be doing the film. Sue will organise the nibbles.</p> <p>Sam to handle the issue of appointing a chair and vice chairman at the next board meeting.</p>	
10	<p>DEVELOPMENT/MAINTENANCE/REPAIR</p> <p>Maddy Prior concert</p> <p>John C raised a concern around seating capacity and accessibility at the Maddy Prior concert. There was a slight hiccup over 2 tickets. Luckily John C and Sue were there and gave up their seats to the members of the public. John was especially concerned that we don't have a similar incident at the screening on Mr Turner as the public tickets for this are already sold out.</p> <p>Amber requested a second scanner so that volunteers at the doors could scan members' cards as they go into the film. This would enable Amber to analyse</p>	

	<p>how many film society members are regular attenders.</p> <p>Jenny to find out if we can get a scanner.</p> <p>Jenny requested that we have a more experienced front of house team at the next Maddy Prior concert.</p> <p>Building maintenance</p> <p>Building sub-committee meeting next week. Jenny met Steve to discuss a new wheeled cupboard for serving tea and coffee. Steve quoted £597 to complete the proposed works.</p> <p>John and the board approved this quote. Jenny to go ahead.</p> <p>Jenny noted that we'd have to get a new coffee machine and a discussion around coffee was held. Sue offered to have a look into a different coffee supplier.</p> <p>Health & Safety</p> <p>John has all the files from Bob on health and safety. John going through all of this systematically. We do need someone who can take this on.</p>	Jenny
11	<p>REPORTS – ACTIONS REQUIRED</p> <p>The gallery report: should the hire fee be increased to £100 for one week and £180 for 2 weeks?</p> <p>The board approved this proposal.</p> <p>Amber suggested that a sign go up in the gallery telling people where to go if they wish to buy a work of art.</p> <p>Fundraising</p> <p>Grant applications. Nic noted that getting money for the Raise the Roof appeal is going to be very difficult as people don't want to pay for repairs. Sam to ask her fundraising contacts if they can advise on who to approach. Avalon Roofing in Mere has approached Amber to say that they would give us a quote for works on the roof. Amber will ask Louise Bennett (Avalon contact) to send over some details</p>	Sam Amber
12	<p>DATE OF NEXT MEETING</p> <p>Wednesday 27th May @ 7.30pm</p>	