

## Shaftesbury Arts Centre

Minutes of the directors' meeting held on 22<sup>nd</sup> June 2015

Directors present: Jenny Parker (Chair), John Cadmore, Sam Moloney (Secretary), Nic Griffin, Sue Cadmore, Chris Dunford, and Sandra Trim

Other members present: Val Baker

No.	Subject	Action
1	<p><b>Apologies for absence:</b> John Skillman, Amber Harrison, Richard Lloyd, Ruth Drewett, Karen Tippins and Richard Longfoot</p>	
2	<p><b>APPROVAL OF THE MINUTES of the meeting held on 27<sup>th</sup> May 2015.</b></p> <p>John C spoke to his building report instead of John C spoke to his report.</p> <p>Sandra is not reported as present at the meeting</p> <p>Subject to these changes being made the minutes were approved and signed by Jenny as a true record of the previous meeting.</p>	
3	<p><b>MATTERS ARISING (not on agenda)</b></p> <p><b>Photocopier</b></p> <p>Jenny has written guidelines for the use of the photocopier, which will be posted up next to the photocopier.</p> <p>Sue has added 2 columns to the photocopying record sheet</p> <p>Sandra has been asked to check the photocopier sheet but hasn't been giving the figures yet. John S and Amber to provide the figures for Sandra.</p> <p><b>Front of house staffing</b></p> <p>Jenny suggested a gilet instead of a T-shirt. The directors agreed this was a very good idea.</p> <p>Jenny asked Sandra and Sue to form a team to make the gilets in time for September.</p> <p>Amber is going to make a simpler logo for the embroidery.</p> <p><b>Card Scanner for film society</b></p> <p>Amber told Jenny that the wiring required to operate this additional scanner is not a problem. The board approved Jenny to continue with this.</p> <p>The servery will be ready for HOUSE AND GARDEN</p> <p>Jenny has written a letter to Dave Wareham thanking him for his donation</p> <p>John Skillman has contacted the bank and they have approved the standing order</p>	<p>John S &amp; Amber</p> <p>Jenny, Sandra &amp; Sue</p> <p>Jenny</p>

	<p>form.</p> <p>The membership working group are due to meet again. In the meantime Jenny to check literature in box office to see if she has something suitable to hand out at Open House event</p> <p>John C has been going through Bob's paperwork to find the official capacity figures for the arts centre. He has found some numbers from Sep 13 but he is going to find the current entertainment licence to check the figures on this.</p>	<p>Jenny</p> <p>John C</p>																				
4	<p><b>GROUP LIAISONS</b></p> <p>Jenny reported that we used to have an organogram that showed who is reporting to whom. The directors did not feel that this was necessary but they would like the photographs of board members to be updated. Jenny will contact Amber about photos being updated.</p> <p>Jenny went through the list of directors who are responsible for liaising with each of the centres' groups. Sandra Trim agreed to take on the reading group, costume and the junior drama group. John C agreed to be joint liaison with Richard Lloyd for Music &amp; Drama. The revised list is shown in the table below.</p> <table border="1"> <tr> <td>Art group</td> <td>Sue</td> </tr> <tr> <td>Film Society</td> <td>Amber</td> </tr> <tr> <td>Film Unit</td> <td>John C</td> </tr> <tr> <td>Traditional English dance group</td> <td>John C</td> </tr> <tr> <td>Gallery</td> <td>Jenny</td> </tr> <tr> <td>Music &amp; Drama</td> <td>Richard Lloyd and John C</td> </tr> <tr> <td>Costume</td> <td>Sandra</td> </tr> <tr> <td>Reading group</td> <td>Sandra</td> </tr> <tr> <td>Junior drama group</td> <td>Sandra</td> </tr> <tr> <td>Creative writing</td> <td>Ruth</td> </tr> </table> <p>Sue suggested that a representative from each group comes to one board meeting a year in order to keep the board in touch with the centre's activity and also to allow the groups to have a point of contact with the board. Each group liaison to speak to their group and let them know. Groups to take their turn in alphabetical order.</p> <p>Jenny asked Sam to add open session to the agenda</p> <p>Nic asked whether the music and drama group could circulate their minutes to the main board. The board approved this. This did used to happen but had slipped due to a change in personnel.</p>	Art group	Sue	Film Society	Amber	Film Unit	John C	Traditional English dance group	John C	Gallery	Jenny	Music & Drama	Richard Lloyd and John C	Costume	Sandra	Reading group	Sandra	Junior drama group	Sandra	Creative writing	Ruth	<p>Jenny</p> <p>Sue, Amber, John C, Jenny, Richard Lloyd, Sandra &amp; Ruth</p> <p>Sam</p>
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	John C to talk to Sophie to circulate the music and drama minutes	John C
5	<p><b>SPECIAL RESPONSIBILITIES AND BACK UP</b></p> <p>Jenny proposed having someone to cover the roles held by board members in the way that Nic is a support and back up to John Skillman. There had been previous discussion that it would be better if these people were not current SAC directors.</p> <p><b>Finance &amp; Income Generation</b></p> <p>Jenny talked about Pete Riley, who has spent the last few years going into schools and troubleshooting finances and looking at income streams. Pete is interested in volunteering some time to support SAC with its strategic business planning around income generation. Jenny suggested that Pete might meet with John S and Nic in order to provide an outside perspective on income generation and strategic business planning.</p> <p>Nic, John C, John S and Jenny to meet Pete to discuss how he might be able to help SAC. Jenny to arrange the meeting.</p> <p><b>Bookings</b></p> <p>Rick Longfoot said he would really love some support with bookings. Sue suggested we look outside the board so that we gather a new group of people. There are people in the music and drama committee. It's all about headhunting.</p> <p>Need to talk to Rick about how he would like to be supported. It used to be run by 2 but they found it difficult. Sam suggested a drama student who might be interested in producing. This would be a great opportunity for them.</p> <p><b>Box Office</b></p> <p>Jenny is happy with Val and Sandra supporting her in Box office.</p> <p><b>Buildings</b></p> <p>John C doesn't particularly want to do this. John C is gradually sorting out the paperwork. John C put in an appeal for health &amp; safety, buildings and archives in a recent arts centre newsletter. John got nothing in response to this appeal.</p> <p>Nic suggested somebody from Burfitt and Garrett. John C felt that this could be awkward due to the fact that they often work as builder for SAC. Nic suggested that Burfitt and Garrett might know of someone suitable who has retired from the building trade.</p> <p><b>Caretaking</b></p> <p>Val reported that caretaking is working much better. Instead of Paul and Val both coming in they work certain days. Keith is helping out on Wednesdays.</p> <p><b>Child Protection</b></p> <p>Sue offered to support Ruth with child protection work.</p> <p><b>Hires</b></p> <p>Val reported that there's not a day goes by that she doesn't have to work on hires. Sandra offered to be a backup for Val. Jenny very happy about this as Val does so much</p>	Jenny

	<p><b>IT</b></p> <p>Paul is the only person who can do everything technical and it would be sensible for there to be some backup for this critical role.</p> <p>Sandra needs a new password for the photocopier. Amber to send a new password to Sandra for the photocopier. Paul could give Sandra a lesson in printing items from the computer.</p> <p>Sophie from music and drama should be able to use the photocopier. John C to talk to Sophie about how she is getting on with the photocopier.</p> <p><b>Membership</b></p> <p>Chris reported that she doesn't really need support. However, it would be sensible for someone else to know what she does. Nic offered to back up Chris.</p> <p><b>Company Secretary</b></p> <p>Sam has Richard to back up secretary</p> <p><b>Catering</b></p> <p>Sue has a good support team for catering.</p>	<p>Amber</p> <p>John C</p>
6	<p><b>MAINSTREAM FILMS</b></p> <p>Paul is willing to put on more mainstream films as per the AGM and the customer survey results but he does need more people to operate the projector. David Dearlove said he may eventually help. Would Steve Pocock do it?</p> <p>Val suggested that when we have the open day in September, we have information about these roles available to people who may be interested. Sophie might be prepared to do something along these lines as she had done this before.</p> <p>Sam suggested that the Chair sends out an email to the film society members asking for projectionist volunteers. Jenny to contact Amber in order to progress this.</p> <p>Sue suggested the Frozen sing along as a Christmas time fundraiser. The board agreed this was a great idea if we can get it.</p>	<p>Jenny</p>
7	<p><b>SITUATIONS VACANT</b></p> <p>Archivists</p> <p>Building</p> <p>Odd job man</p> <p>Projectionists</p> <p>Sam suggested sending a separate email to all members letting them know about these vacancies because not everyone scrolls down to the bottom of the e-newsletters.</p>	

8	<p><b>TREASURERS' REPORT</b></p> <p>Nic talked to the financial reports. We have raised £6,000 but on top of this we have paid off £13,000 on the loans.</p> <p>We have nothing to worry about for this financial year.</p> <p>Everything we've done this year has made a profit. Mr turner made £500 and Maddy Prior £700. Cabaret made over £1,600.</p> <p>John C noted that the rrp on ice cream is 5p more than we are charging. Val to make up a new price list with £1.80 as the price.</p> <p>Sue to call Purbeck for a new menu with updated flavours.</p> <p>Jenny reported that there is an Arts Council grant to be applied for up to £500,000 for the extension of existing buildings. The deadline is 31<sup>st</sup> August 2015. John S has offered to look at this. Louise at the Taskforce could look at this. Nic to also have a look at this. John C reported that there are drawings that Phil Proctor produced years ago, all singing and dancing. Phil would be helpful. John C said there does have to be match funding. Jenny to speak to Louise. She got Dennis through the first stage with the gallery.</p>	<p>Val</p> <p>Sue</p> <p>Nic</p> <p>Jenny</p>
9	<p><b>MEMBERSHIP REPORT</b></p> <p>Chris noted a fall in the number of junior member. All the junior members get membership for free. All the children who take part in anything should become members. Sandra to follow this up and speak to Beth Lewis.</p> <p>The main shortfall in SAC membership is single adult membership which is falling off quicker than joint membership.</p> <p>Joint film society has gone up.</p> <p>Chris will send out the standing order form with the next lot of renewal forms. Chris doesn't know if people send responses as they don't reply to Chris.</p> <p>Chris will send out a reminder to people who have been lapsed for longer than a year. She will do this for the re-launch in September.</p> <p>The directors discussed the proposed new membership marketing material. Sue suggested waiting for open day and then Sweeny Todd. If we spend some time designing the booklet then we can pitch up at productions.</p> <p>Amber has taken on Chairman of the marketing committee.</p>	<p>Sandra</p>

10	<p><b>REPORTS – ACTIONS REQUIRED</b></p> <p>Kate’s gallery report. The store at the back which we share with the cleaner has become a bit difficult. This cupboard is not a very happy share.</p> <p>John C to take this to the buildings committee.</p> <p>Sue reported on fundraising. £1,600 result on Cabaret, a brilliant result. Future plans include Open day: we’ll do refreshments and a 50s dance in Charlton. There will be nibbles and a bar. October we’re going to have an auction, with the items on view in the foyer with a catalogue. November a Souper Saturday and in December we’ve got Christmas music and the Flint Street Nativity. A raffle in January and a quiz in Feb at Charlton Hall.</p> <p>Sue noted that we’ve got a new hygiene certificate with a 5 star rating. She requested the stuff currently on the trolley is removed so that it can be used for catering. Building committee to action this.</p> <p>Jenny to send a card to Maureen on behalf of the board.</p> <p>John C had gone over the short term goals set in the Way Ahead document. He reported that we have achieved most of the short term goals set for the end of 2015.</p>	<p>John C</p> <p>John C</p> <p>Jenny</p>
11	<p><b>DATE OF NEXT MEETINGS</b></p> <p>Monday 20<sup>th</sup> July</p> <p>Monday 28<sup>th</sup> September</p> <p>Monday 26<sup>th</sup> October</p> <p>Monday 23<sup>rd</sup> November</p> <p>Monday 21<sup>st</sup> December</p>	