

Shaftesbury Arts Centre

Minutes of the directors' meeting held on 27th May 2015

Present: Jenny Parker (Chair), John Cadmore, John Skillman (Treasurer), Sam Moloney (Secretary), Sue Cadmore, Richard Lloyd, Chris Dunford

No.	Subject	Action
1	Apologies for absence: Amber Harrison, Nic Griffin, Ruth Drewett, Richard Longfoot	
2	INTRODUCTION AND WELCOME TO COUNCILLOR K. TIPPINS AND SANDRA TRIM Karen Tippins was introduced and welcomed as our link to the town council. Sandra Trim was welcomed as a new director to the board. All directors introduced themselves to Karen and Sandra.	
3	ELECTION OF NEW CHAIR Sam asked for nominations from the directors present. Jenny was nominated by John C and seconded by Sue. All other members of the board approved the nomination and Jenny become Chair.	
4	ELECTION OF VICE CHAIR Jenny nominated John C as Vice Chair and Richard Lloyd seconded. Nic had also put himself forward, he was seconded by Sandra. A vote was held and the majority vote was for John C.	
5	APPROVAL OF THE MINUTES of the meeting held on 17th April 2015. 6 & 8 John was going to speak about standing orders not direct debits. Subject to these changes being made the minutes were approved and signed by Jenny as a true record of the previous meeting.	
6	MATTERS ARISING (not on agenda) Electricity Meters John C reported that there are 2 meters. One is redundant and unused. Paul had previously misread the meter but the meter was read last week and this should sort out the bill. Photocopier Amber has sent Collate the correct figures and they have sent a couple of credit notes so we shouldn't have a bill for a while. A discussion was held about the photocopier and what to do about the rising costs. John suggested pulling a report to show who has done what photocopying to	

	<p>check whether people are filling in the photocopier sheet correctly. Sandra volunteered to check the photocopier figures on a monthly basis.</p> <p>Sue to add a section for colour or black and white and paper size to the sheet.</p> <p>Jenny to write some guidelines on usage to stand on the photocopier.</p> <p>Gift Aid</p> <p>John just waiting for login to HMRC in order to submit the gift aid claim. He has all of the figures ready.</p> <p>Film Unit</p> <p>The Film Unit is having their first meeting tonight.</p> <p>Richard checked that we haven't approved the selling of the film equipment. The board did not make any previous decision on this and any such decision would come before the board.</p> <p>Front of House staffing</p> <p>Jenny to meet with Val and Sandra to go through the programme and identify which events need a more experienced team.</p> <p>Jenny suggested doing a T-shirt for all of the volunteers. Jenny to make enquiries</p> <p>John suggested having Shaftesbury Arts Centre Volunteer as the wording on the T-shirt.</p> <p>Jenny had enquired about an extra scanner. Savoy Systems said it would have to be wired into Oscar. Jenny will speak to Amber and try again.</p> <p>Building maintenance</p> <p>Steve hopes to get the new servery done this weekend.</p>	<p>Sandra</p> <p>Sue</p> <p>Jenny</p> <p>John S</p> <p>Jenny, Val & Sandra</p> <p>Jenny</p> <p>Jenny</p>
7	<p>INVITATION TO TOBY'S CONSULTATION EVENT</p> <p>Jenny talked to the invitation and the board discussed the kind of offer SAC could have at this event.</p> <p>Sue to contact Rosie about coming to the event to publicise the pantomime.</p> <p>Sandra volunteered to represent the book club.</p> <p>If every person who runs a group could do a bit this would work well.</p> <p>There will be information on boards and people to man the desk.</p> <p>Jenny noted that an accompanist had got in touch. Jenny had put this in the black book. Richard asked for this information to be forwarded to him.</p>	<p>Sue</p> <p>Sandra</p> <p>Jenny</p>

8	<p>TREASURERS' REPORT</p> <p>Raise the Roof is now at £12,500.</p> <p>Jenny asked whether the 2014 challenge could be moved into the Raise the Roof fund.</p> <p>Nic noted that we are heading for a year that is not as good as last year. We also haven't had a budget for House and garden yet. Sweeny Todd budget should be ready for end of June. Whenever a show is put on they are supposed to put in a budget early on.</p> <p>Jenny asked that the cost of the yellow boards should come out of the individual budgets.</p> <p>Andy has installed a new water heater in the Phoenix room, about £480</p> <p>Dave Wareham has said he will reduce his bill by £50 a month and asked whether this reduction could be contributed to the Raise the Roof Appeal.</p> <p>Jenny to write a letter to Dave Wareham thanking him for this donation.</p> <p>Richard to email Jenny an electronic copy of the SAC headed paper.</p>	<p>Jenny</p> <p>Richard Lloyd</p>
9	<p>MEMBERSHIP REPORT</p> <p>Chris talked to her report. We are down again to the lowest in the last couple of years. Our membership drive is a good idea. Chris tabled a draft of a standing order form. The directors thought it was an excellent idea to send out with renewal letters. John S to ask our Bank rep to approve the form.</p> <p>Val mentioned that 3 people she knew who were in Cabaret aren't members. Simon is usually very good at checking on members of the cast. It should be mentioned at the interest meeting that all cast members are obliged to be members of SAC. It was decided that box office should be responsible for</p> <ol style="list-style-type: none"> 1. Reminding the producer to tell everyone at the interest meeting that all cast members must be SAC members 2. Checking the cast list to see if they are all members 3. If they are not members, ask the producer to sign them up. <p>Jenny reported back from the meeting of the membership group.</p> <p>Val asked whether there was a way of putting it into OSCAR that people are paying by standing order. Jenny and Chris confirmed that yes there is a button.</p> <p>Richard L asked whether the group had looked at Frome, the Exchange to get an idea of what other arts centres are offering to their members.</p> <p>The board asked the membership working group to move ahead with their</p>	<p>John S</p>

	<p>proposals.</p> <p>The group to meet again.</p>	
10	<p>AGM 2015</p> <p>Matters arising from the AGM</p> <p>The question of capacity for Foyer and Gallery was raised at the AGM. John C to confirm the recommended/legal capacity figures for the next meeting</p> <p>It was suggested that the AGM that we do need the gallery opened for intervals. Dave and Sue Wareham have offered to come and sit in the gallery in the intervals if the artists can't come.</p> <p>It wasn't made clear at the AGM that John had resigned as Chair.</p> <p>Amber to send out a board update as part of the e-newsletter.</p> <p>Jenny to send Amber an email about tribute to Bob and changes to the Board (new Chair and new member and new representative from the council). Richard to send photo of Bob to Amber for inclusion in the tribute.</p> <p>A discussion was held by the directors about the suggestion, made at the AGM, that both bars be opened when it's a busy show. This is to be discussed further at a future meeting.</p>	<p>John C</p> <p>Amber</p> <p>Jenny</p>
11	<p>REPORTS – ACTIONS REQUIRED</p> <p>John C talked to his report</p> <p>John has received another quote for the roof repairs of £41,000 plus VAT. A previous quote was £37,500. We're looking at £50,000. The target figure isn't far out.</p> <p>Colour choice was discussed for the Phoenix Room. Sandra, Val and Sue volunteered to choose the colour.</p>	<p>Sandra, Val & Sue</p>
12	<p>DATE OF NEXT MEETINGS</p> <p>Monday 22nd June Monday 20th July Monday 28th September Monday 26th October Monday 23rd November Monday 21st December</p>	