

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held on 16th November 2015

**Directors Present:** Jenny Parker (Chair), Sandra Trim, Ruth Drewett, Chris Dunford, John Cadmore, Sue Cadmore, Pete Ryley, Rick Longfoot, Richard Lloyd

**Others:** Karen Tippins, Paul Goddard (Arts Council)

No.	Subject	Action
1.	<b>Apologies for absence:</b> Amber Harrison	
2.	<b>Welcome and Introductions</b> Paul Goddard from the Arts Council introduced himself was introduced to Directors and other members present from Shaftesbury Arts Centre.	
3.	<b>Open Session: Paul Goddard. Arts Council</b> Paul explained that the Arts Council is divided into 5 areas; SW area is large and includes Shaftesbury and North Dorset. <b>Funding distribution</b> Five criteria for allocation:- <ol style="list-style-type: none"> <li>1. Excellence</li> <li>2. Engagement</li> <li>3. Sustainability and resilience</li> <li>4. Leadership</li> <li>5. Children and young person's involvement.</li> </ol>	
4.	<b>Questions:</b>	
4a.	<i>Richard Lloyd asked if funding was directed to professional or amateur bodies.</i> Need to have process in place to ensure accountability money. In case of non-profit making organisations this is more difficult. However in principle money is awarded to amateur organisations. It is more complex to provide funding for SAC. Funding is likely to be granted if organisation demonstrate 'effort' by fundraising	
4b.	<i>Jenny asked about funding for SAC building project.</i> Arts Council run a capital programme. Large scale funding is £500,000 and above and small scale being up to £500,000. If we are increasing the footprint of building we need permission to apply. Arts Council don't invest very much in North Dorset, it is mostly Bournemouth, Poole, Dorchester and Bridport. This is an advantage to SAC as it would be seen as an opportunity to spread funding to North Dorset. June/July 2016 next round of large/small capital funding applications. We will need to have a viable long term business plan which states the impact of the funding. Paul's advice would be to capitalise on the fact that SAC is in an area which receives very little capital funding whereas the catchment area is large. To keep in mind that SAC is very well supported, it is a ' <i>real cultural resource which is literally bursting at</i>	

<p>4c.</p> <p>4d.</p>	<p><i>the seams'</i>. SAC brings people to the town</p> <ul style="list-style-type: none"> <li>• We need to develop resources for the community.</li> <li>• The LA needs to be on board.</li> <li>• We need to gather evidence to demonstrate variety of use.</li> <li>• Enlist the support of other groups.</li> <li>• Needs to be very clear evidence of what we are doing.</li> </ul> <p><i>Jenny asked which funding (large or small) we should apply for considering we need £750.000.</i></p> <p>The wise thing would be to apply for small scale funding. Need to focus on 5 outcomes as mentioned in introduction. On Arts Council website there is a list of criteria and examples from closed funding programmes.</p> <p><i>Karen Tippins asked if we would not receive funding until we had raised our %.</i></p> <p>Paul reassured us that Arts Council would ring fence funds if application successful.</p> <p><b><u>Next Steps</u></b> Create capital fundraising subcommittee. Applications open in June.</p>	
<p>5.</p>	<p><b>Signing of the minutes.</b> Minutes approved and signed.</p>	
<p>6.</p>	<p><b>Treasurer's Report</b> Comments: - Cost of licence on ticket sales is yet to be deducted; however, 'Sweeney Todd' made an excellent profit for an Autumn production.</p>	
<p>7.</p>	<p><b>Financial Analysis</b> Budget template from Sweeney Todd is a very good example of financial analysis. John Skillman will continue to report cash flow to enable us to see how much funds are available i.e. in technical fund. Pete is creating financial analysis for different events (including film society) to show profitability. He will build up enough data to analysis to see if events are making or losing money. It will enable us to have a basis for future planning and to inform decisions. It will enable us to provide robust data to support bids for funding.</p>	
<p>8.</p>	<p><b>Website</b> Amber's comments were read out. Amber requests that we agree to working with a new website provider. This was agreed by the directors provided that the costs are not much more than present costs.</p>	<p>AH</p>
<p>9. 9a.</p>	<p><b>Reports</b> <b>Membership</b> There are approximately 10 new members. Chris felt it would be helpful to know the numbers of new members and renewals. It would be also helpful to know the reasons members are not renewing.</p>	

<p>9b.</p> <p>9c.</p> <p>9d.</p> <p>9e.</p> <p>9f.</p> <p>9g.</p>	<p><b>Buildings</b> Need a Chairperson for buildings group. £300 requested for CCTV – all agreed. £80 requested for stage cloth storage – all agreed. Steve Garrett will be advisor to buildings committee on a voluntary basis.</p> <p><b>Fundraising</b> £15,000 + has been raised in the 12 months since September 2014 through a wide range of events, donations and sales.</p> <p><b>Gallery</b> £300 requested for decorating gallery- all agreed. Bookings for gallery:- 100% 2016, 75% for 2017.</p> <p><b>Outreach</b> Sue and John Cadmore described voluntary work at Guys Marsh prison. SAC is one of carnival charities for next year 2016. Joint venture with 'Toybox' to organise 'Sing-a- long to Frozen' . Amore offers members 10% off meal before a show at SAC SAC is Mayor's charity this year. SAC is venue for 'Shaftesbury Fringe' . Links with Snowdrop Group. Abbey School is offering an Arts Award after school club and will visit us in January to see preparations for the pantomime.</p> <p><b>AOB</b> We can apply to Shaftesbury Charity Trust ( Hovis Loaf Collection) at top of Gold Hill. Contact is Derek Rowntree.</p> <p><b>Chair's business</b> 'Anything but Ordinary' theatre group to run 3 youth groups on Sundays starting in January. There will be 10 sessions. They will work towards producing 'A Dinosaur Show' in March. They are a professional group. They will hire room, take payment. Jenny read letter from Davis Grierson thanking us for the money to hire the music stands. Ideally it would be good to have set of our own at SAC. A new piano was also suggested. £150 is paid monthly into technical fund. Pete suggested building up an asset fund over a no. of years to replace old equipment etc. Pete will investigate viability and present to directors.</p>	<p>JP</p>
<p>10.</p>	<p><b>Date of next meeting.</b> 21<sup>st</sup> December 2015</p>	