

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 18th January 2016

Directors Present: Jenny Parker (Chair), Sandra Trim, Ruth Drewett, Chris Dunford, Karen Tippins, Pete Ryley, Richard Lloyd, John Skillman, John Cadmore, Sue Cadmore.

Others: Val Baker

No.	Subject	Action
1.	Apologies for absence: Rick Longfoot, Amber Harrison	
2.	Open Session: none	
3.	Approval and signing of the minutes: Matters Arising: <ol style="list-style-type: none">1. Jenny has written to Derek Rowntree and received a verbal reply in that SAC will receive £5,000 this year from Shaftesbury Charitable Fund and another £5,000 next year. Jenny has also written to Rotary.2. Should defer choosing an alternative date for open day until 2017. Keep September date for 2016. Minutes approved and signed.	
4.	Treasurer's Report There is £19,000 in the Raise the Roof Fund. Questions surrounding refreshments at past events e.g. Drama Festival 2015, Sweeny Todd pie and mash evenings not individually identified in accounts. Santa's Grotto raised £1,400 in Dec 2014. It was suggested that entries made in date order. Investigated figure for Julia's House who didn't know anything about it so it will be returned to main savings and cash flow fund. Ron Homes memorial donation added to fundraising. Accounts completed for period ending 31.08.15. Significant drop in turnover from 30/09/14 to 31/08/15. Discussions followed considering reasons why this should be. Suggestions were that there was no Spring production and less turnover in the summer production. Bank loans have been reduced. Discussion and examination of costs and income. Pete invited questions via email so accounts can be prepared for AGM.	
5.	Financial Analysis Pete has begun to look at how we have performed over past 3 years. Pete and John S. will use past profit and loss figures to look at different scheduled activities which will give a realistic view of how much profit we can reasonably expect. Overheads are more straightforward to predict. Buildings expenditure fluctuates due to needs/costs of wear and tear.	

6.	<p>Positions needing back up Val, Rick, Sandra and John Baldwin are managing their positions very well without back up, however we do have a need to ensure back up for these positions. John has had several trainees for the pantomime.</p>	
7.	<p>Reports Website Plans are coming on well, at the moment working on interventions with Savoy Systems. Current provider informed and will ensure smooth transition for the end of Feb 'cutover'. Should receive last invoice on 10/3/16.</p> <p>Membership Figures slightly up for second month. Jenny explained the difficulties of contacting members individually with joint email addresses. The system won't recognise an email twice. Richard Lloyd suggested putting all members into a group.</p> <p>Buildings and Phase 4 Buildings group didn't meet in January and will meet after the panto. Meeting on Phase 4 is going ahead with the pre application (£100 cost) to the North Dorset District Council in Jan. Result in March at the latest. Joshua Richie café owner (no. 17) wants to develop own property - if we work together we can share the costs. Wing on stage R including fly tower is causing debate due to height. We intend to put in funding and planning applications in in June 2016 at the latest. Pete and John S will work together on the business side of the application to the Arts Council.</p> <p>Fundraising Successful Autumn programme completed. Forthcoming events include the Snowdrop Festival, the Mayors' Civic Lunch, Drama Festival catering, Rock and Roll cabaret, quiz 20/02/16. Sue C suggested writing a letter to Orchard Park to thank them for allowing all the proceeds from Santa's grotto to go to SAC. Jenny will write to Gavin Cooper. Meeting on 18/01/16 to discuss 2016 Santa's Grotto. Karen suggested writing to Waitrose to include SAC in green token collection.</p> <p>Civic Day Lunch 21st Feb 2016. At present the timetable is: - arrive @11:45 leaving at 13:45. Approx. 12:30 lunch. Sam Skey will be playing his mandolin. Suggested that guests are shown around and watch the youth drama group on the stage.</p> <p>Gallery Redecoration complete. Store room to be cleared and tidied. Thanks to Caroline for gathering brochure information. Private view for Welcome 16 exhibition on 20/01/16.</p>	
8.	<p>Fringe 1st, 2nd, 3rd July.</p>	

	<p>Bookings beginning. The bar will need to be open in the evening. Rooms have been divided into 2 hour slots from 10am -10pm. Performing Rights Society fee needs to be paid if music involved.</p> <p>Open Day September 3rd 2016 To be put on agenda for a meeting nearer the time</p> <p>AGM 24/216 Retiring directors are:- Jenny Parker, Richard Lloyd, Chris Dunford and Amber Harrison 3 reports have been submitted for AGM (01/10/2014 – 31/08/2015) Bar will be open and nibbles. John C will run bar and Sue will organise nibbles.</p>	
9.	<p>AOB Time to apply for Town Hall Grant in March. Bid with emphasis on children, youth and volunteers. The Rutter Room has been left in a bit of a mess. There is a tatty table and a flight of 3 steps. Could it be staging for the cabaret? Discussion ensued over responsibility. John C will remove steps.</p>	
10.	<p>Date of Next Meeting 15.2.16</p>	