

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 18th July 2016

Directors Present: Jenny Parker (Chair), Ruth Drewett, Chris Dunford, Richard Lloyd, Sue Cadmore, John Cadmore, Pete Ryley, Geoff Spencer, John Pierce

Others: Val Baker

No.	Subject	
1.	Open Session None	
2.	Apologies for absence: , Karen Tippins, Amber Harrison, Rick Longfoot, Sandra Trim	
3.	Approval and signing of minutes: Minutes approved and signed.	
4.	Matters Arising. <ul style="list-style-type: none">• H&S policy not yet ratified, so not yet up on the wall.• We need to advertise for Pop Up Cafe and Table Top sale which is in September.• PRS has been contacted, as they haven't had much of a return for a while they have been averaging it out and giving an estimated charge. The estimated charge seems quite high so Jenny has put forms in the office for directors to complete so we can have accurate details of music used in shows for PRS. SC informed us that when we buy the licence for a musical that should include the music. For a pantomime each song used has to be listed in order to pay PRS. Discussion ensued regarding which type of show needs a PRS licence. Clarification to be sought regarding all events involving music including external bookings. Definitive answers are needed regarding all types of shows.• Female still needed for Youth Group• Possibility of a Spring Drama and music production.• We have been given a grant of £5,000 from Town Council	
5.	Treasurers Report £38318 in current account. Loans being paid and reducing. All paid and up to date. Cleaning is billed monthly. We need to receive full value invoice, donation can be made following this. Contract with E-on (electricity) is coming to an end. Gas contract has ended. Geoff will investigate new contracts with same or different suppliers to obtain the best deal. Val thanked Geoff for the very efficient way that all artists who were involved in the Fringe Festival have been paid.	

6.	<p>Financial Analysis Music and Drama has brought in £36,000 this year. Gallery income at the moment is just under £17,000. Films total income including the specials is just under £8,000 (costs around £3,000). Film society membership is similar to last year. Average numbers in audience for Friday film is 65.3 External Bookings up to and including A Midsummers Night's Dream is £16,500 Looking to make 10% profit.</p>	
7.	<p>Capital Fundraising Preliminary meetings set up to explore how we can raise money these include the North Dorset Local Action Group which has access to EU money; discussion with Laura Crocket from Bridport Arts Centre regarding their refurbishment.</p>	
8.	<p>Live Feed Response from National Theatre, JEP distributed copies. Simple contract, however we would need to commit to showing 10-12 broadcasts annually. Ticket price can be determined by ourselves. We do not have to guarantee a specific number of ticket sales. Costs involved with satellite installation. 45% of income retained by the Arts Centre. We need to demonstrate a marketing strategy. We need to survey members to establish whether they would like the National Opera or National Theatre. JEP to find out how much dish will cost and the installation</p>	JEP
9.	<p>Raise the Roof project People have been informed that this is now a bigger project not just related to the roof but the name will remain the same. Meeting with Joshua Richie to co-ordinate planning next week, hopefully. Planning Application to go in September gives more flexibility. Arts Council Application to go in January. Discussion ensued regarding appointment of a quantity surveyor and costs and time scales involved. PR proposed that Phil Proctor ought to be formally acknowledged as our architect for this phase (4) of the building project. The directors are very happy to appoint Phil in principle.</p>	
10.	<p>Reports Gallery Gallery now 'full' for 2017. Kate suggested a slight rise in the booking fees from £100 to £110 for one week and from £180 to £190 for two weeks. Directors agreed to £110 but think fee for two weeks should be £200. We need to clarify current fees from the Gallery. Rubbish is now cleared from the cupboard. Kate is very grateful. Kate would like to be included on the list of people receiving the minutes. Membership Report Junior members have gone up by three. Cast of shows must be members. Thanks to Sue Cadmore for organising a 45th wedding anniversary party at the Town Hall which made just under £1000. Film Society Film Society fully support the Live Feed but feel not part of the Film Society remit to show them in Film Society times. JEP shared H&S Policy with them.</p>	GP RD

	<p>Film Society asked when there might be the possibility of having a membership card reader.</p> <p>Buildings. Guttering needs to be fixed as the costume store is showing signs of damp. Quotations needed. Rutter Room sofa is in need of repair. RL has offered to rehome it.</p>	
11.	<p>Chairman's business</p> <p>Coffee machine JC provided details of the coffee machine. It provides a huge range of functions. It is a table top design. Need someone to maintain it. Need to think carefully about the positioning of it. Will produce a coffee in 10 seconds. Cost for refurbished machine would be £7.75 per week. £5.70 weekly maintenance agreement on top. Ingredients per cup cost is around 11p. Coffee machine upstairs needs replacing. We need to explore various options. We thought it would be best to buy. Need someone to take responsibility for descaling etc.</p> <p>Box office computer £480 with OSCAR on it. Use existing monitor. It is essential so we all agreed. An anonymous donor has agreed to support the SAC computer. Kevin will organise the installation.</p> <p>Fringe The Fringe has requested the Proctor Room for a meeting without charge. This was discussed. Directors decided that we cannot make an exception as everyone with the same criteria would be requesting the same. Directors suggested a charity rate in the Phoenix Room.</p> <p>Waste Collection Discussion regarding hiring of large waste bin. Would cost approx. £360 per annum. Everything would need to go in black sacks and it would need a lock. JC will pursue this.</p>	<p>SC</p> <p>JC</p>
12.	<p>Date of Next Meeting 19th September 2016</p>	