

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 23rd May 2016

Directors Present: Jenny Parker (Chair), Ruth Drewett, John Pierce, Pete Ryley, Chris Dunford, Sandra Trim, Richard Lloyd.

Others:

No.	Subject	
1.	<p>Open Session Rob White, Health and Safety Welcome to Rob who has taken on the Health and Safety Officer Role. Rob has updated and written H&S policy based on use of building. H&S at work act not applicable, however it is good practice to use it as guidance. Outside shows, acts etc. should have their own policies and they should comply with ours. Good practice to show H&S policy in public place. Discussion ensued regarding status of artists in regards to H&S. Question regarding H&S on reverse of hiring form. Question regarding DBS should also be included on hiring form when working with children. John suggested all directors should familiarise themselves with H&S policy. Accident book now current, kept in drawer in box office. Should be filled out by responsible person who interviews those involved. Dorset Voluntary Service will carry out DBS checks for groups for free. Rob will send a copy of H&S policy to all directors and we will respond to Rob with any questions or queries. Front of House staff need to know procedures in the case of emergency, they need to stay for the duration of the performance, unless someone takes over that authority/ responsibility. Rob thanked for taking over this role.</p>	
2.	<p>Apologies for absence: Karen Tippins, Rick Longfoot, Amber Harrison, Sue Cadmore, John Cadmore, Val Baker, Geoff Spencer</p>	
3.	<p>Approval and signing of minutes: Minutes approved and signed.</p>	
4.	<p>Matters Arising. JEP will denote John Pierce in action column. Letters have been sent on to solicitor but nothing has been returned yet. John Pierce and Jenny met with housing developers. Pete, Jenny, John Cadmore and Tim Trenchard met Planners for pre application meeting and had a constructive response. Arts Council Funding bid needs to be drafted.</p>	
5.	<p>Treasurers Report Two aspects to Geoff's role. To get accounting system to work from his laptop he still has not been able to make cost comparisons but this will happen very soon.</p>	

	<p>Licence fees discussed. 3 user online licence include support for £18 per month 1 user with limited support for £200 We all agreed to buy a single user licence. Second aspect of role is sorting out banking mandate. There should be a requirement of 2 from a selection of 5 signatories. This has been set up with the bank. With regard to internet banking when invoices come in a responsible person should sign invoice to say it is a legitimate charge, Geoff will then pay through internet banking. With personal expenses another person should sign. Suggested that a limit should be set for individual purchases for productions etc. All invoices should be printed and signed to leave a clear paper trail. Discussed limits for internet banking and approved limits.</p>	PR
6.	<p>Financial Analysis Pete has been able to look at income reports. In most areas income is running at or ahead of the budget forecast. Some events exceeding expected income.</p>	
7.	<p>Reports and up dates Membership Membership is down a little. The film society has slightly lower numbers, down about 14. Junior membership is quite low. Should we offer Junior members money off tickets, what is the incentive to come? Holiday clubs may bring in young people.</p> <p>M&D Jenny attended M&D meeting, talked about dance studio which is full of costumes. Jenny has talked to Myra regarding this issue. Costumes will be cleared after Annie Get Your Gun. Form which includes Structured questions to be given to directors before a performance i.e. dates, how many seats to be taken out, set building times, and rehearsal times etc. M&D very happy with this. No production as yet for Spring 2017</p> <p>Front of House Sandra has produced excellent report on Front of House. We need 1 or 2 more people to be front of house. Coffee machine suggested to free up staff. Front of house managers should refresh knowledge on H&S in light of new policy.</p>	
8.	<p>Chairman's Business Anon Donation £1000 has been donated. Jenny has written a letter of thanks.</p> <p>Sponsorship John Pierce and Jenny met housing developers for ATS site. We may be able to benefit from 106 money from this. They would like to advertise through us i.e. put a flyer in the programmes. He agreed to pay for our programme to be delivered by the Post Office if we include his advert in our programme. He was prepared to do this for a sustained length of time. Chris Wotton (marketing director of Renaissance retirement).</p>	

	Chris Sledge of NADFAS offered to sponsor us and discussion is continuing. Director's Profiles Amber is about to renew the photos.	
9.	AOB	
10.	Date of Next Meeting 20th June 2016	
	PR and JEP send apologies for next meeting	