

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 15th February 2016

Directors Present: Jenny Parker (Chair), John Cadmore, Sue Cadmore, Chris Dunford, Amber Harrison, Rick Longfoot, Pete Ryley, John Skillman, Sandra Trim.

Others: Val Baker, John Pierce, Karen Tippins.

No.	Subject	Action
1.	Apologies for absence: Ruth Drewett, Richard Lloyd	
2.	Open Session: none	
3.	Minutes of last meeting: Matters Arising (not elsewhere on Agenda): 3.1 Letter now received from Shaftesbury Charitable Fund confirming grant of £5,000 for this year. 7. (Fundraising) JP has written to Gavin Cooper of Orchard Park to thank them re Santa's Grotto 2015. 8. Task Group led by JC/SC(and PSch) to review date and format, etc options for Open Day 2017, and report back to April Board. Minutes were approved and signed.	
4.	Treasurer's Report JS issued a year to date cash inflow/outflow report (which reconciled to the bank statement at 31 Jan) showing a ytd surplus of £34,000; a funds analysis showing over £60,000 in cash, and a "Raise the Roof" Fundraising progress report (over £20,000 raised to date).	
5.	Financial Analysis PR issued a progress report to 31 Jan showing income and costs (where known) for the main activity groups' performance this year to date. All are generating more income than they are incurring in direct cost so are contributing to SAC's central costs/overheads. PR plans to issue a full year forecast for this year to the April Board.	PR
6.	Facebook The Board discussed various issues/concerns re social media e.g. whether or not SAC had any responsibility if a member posted a photograph/video taken at SAC and including other people who had not consented to its publication. The Board believed the answer to be no, but determined that, on its behalf, JC would issue guidelines (to be drafted by AH) for event directors/producers requiring them to remind members to ask for consent.	JC AH
7.	New Groups JC reported that two new groups had recently been formed: Ian Berry has started a Film-Editing group and will liaise with AH re any postings to the SAC website; and Neil Baird has set-up a Photographic group aiming to enhance members' skills. AH to publicise.	AH

8.	<p>Film Society JP reported on a constructive meeting that had been held with representatives of the Film Society (JB/PS/CM) to review ideas for increasing their income for SAC. She confirmed that JB and PS had been invited to the Open Session at the March Board Meeting.</p>	
9	<p>Reports: Website/IT AH confirmed that the integration of OSCAR into the new system was complete, and that cutover to the new website provider was on target for the end of February. AH also confirmed that she would investigate further the acquisition and installation of a card-reader at the auditorium door to better monitor audience numbers.</p> <p>Membership CD issued a report showing a net increase of 1 (to 548) comprising a net increase of 5 in Film Society members (to 219) and reduction of 4 in SAC membership (to 329).</p> <p>Buildings and Phase 4 JP/JC/PR reported that: the pre-application had been submitted; Rutters had been requested to identify the owners of two small parcels of land to the rear of SAC (one of which we may need to acquire, the other over which we may need to agree a right of way); and that a “charm offensive” (to preclude any potential objections to our plans) was about to begin after the AGM (when members would be given an update on progress). The Board agreed to requests from JC that: a cupboard be made available in the Rutter Room for storing chairs, etc., seating from the old auditorium be disposed of; and the number and siting of event advertising boards be reviewed.</p> <p>Groups JC issued a report from MAD, the Buildings, Photographic and Film Editing Groups.</p>	<p>AH</p> <p>AH</p> <p>PR</p> <p>JC</p>
10.	<p>AGM 24 February 2016 PR confirmed that the Agenda and Annual Report/Accounts (including minutes of last AGM) were now available on the website.</p>	
11.	<p>AOB: Foyer: The Board agreed that JP should investigate the purchase of a cordless vacuum cleaner and rubbish bins for the Foyer. Gifts: The Board noted with thanks the receipt of a gift of blackcloth curtains from a new member. AppleMac: AH reported that the Mac computer was “in a bad state”, and that although data back-ups had begun, it was likely that new software (at least, and probably hard-drives, too) be purchased.</p>	<p>JP</p> <p>AH</p>
12.	<p>Date of Next Meeting 21.3.16</p>	