

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 18th April 2016

Directors Present: Jenny Parker (Chair), Sue Cadmore, John Cadmore, Ruth Drewett, John Pierce, Pete Ryley,

Others: Val Baker, Geoff Spencer

No.	Subject	
1.	Apologies for absence: Rick Longfoot, Amber Harrison, Chris Dunford, Sandra Trim, Karen Tippins, Richard Lloyd.	
2.	<p>Open Session</p> <p>Steve Pocock referred to Rosie King's letter to the Board. She has found rehearsal schedule for Annie Get Your Gun is extremely difficult, as the rooms she needs have already been hired to Shaftesbury Youth Theatre. Music and Drama is key part of SAC and raised over £19,000 last year. Steve suggested that MAD should take priority over other groups and would like to book Sunday afternoon and every Tuesday and Thursday evening and all Sunday after every show up until to 2019. In addition, bookings and hirings are creeping into set build time. There is not an issue with film as the screen can be set up in front of the stage.</p> <p>Jenny said that, firstly we are applying to the Arts Council for a substantial grant and we need to be able to demonstrate that we are offering opportunities to children and young people. Secondly, when SAC bought no. 11 without being able to get a grant we expected that the hiring of rooms would cover the cost of the mortgage. At present, with a lot of hard work from Val Baker we are on the way to achieving this.</p> <p>Sue Cadmore proposed that the stage on Sunday afternoons is reserved for MAD and the Youth Theatre could negotiate times to use it. MAD would also need an upstairs room at these times. It is important that Val knows when the main rehearsals happen.</p> <p>Jenny said that the present difficulty had come about because last year, the rooms had been booked out to Junior Drama on Sundays and there were no rooms booked by MAD. Val had therefore assumed they were free for her to hire out. We all need to communicate and discussions need to happen when events are being planned.</p> <p>Val was hoping that there would be some Sundays when Youth Theatre Productions could take place. Pete mentioned that it would be useful to have accounts of time needed to rehearse and prepare for each type of show. Discussions ensued as to how we could best arrange hirings of rooms to manage all expectations.</p> <p>Budgets had not been received from Comedy of Errors</p>	JC
3.	Approval and signing of minutes: Minutes approved and signed.	

4.	<p>Matters Arising. Bins purchased. Letter written regarding black cloth. Drawings and prices for cupboards had been received. Jenny would send a Good Luck card to Philip White for their DDL entry. Jenny wrote to Mr Houghton regarding finger of land waiting for response. Pete has been in touch with bank regarding right of way but not heard back.</p>	JC JP
5.	<p>Treasurers Report Geoff is liaising with John regarding transfer of finance responsibilities. Geoff suggests that there should be 4 or 5 signatories for accounts so that if documents need to be signed there is a choice of people who can sign. HSBC bank requires 2 signatories. Online banking form at present only requires 1 person. Geoff is prepared to take it forward at this moment. However, he will be looking into changing this so there is a need for 2 signatories. Jenny explained the protocol at Swans Yard where purchases are approved. John Pierce put forward Geoff's proposal seconded by Pete Ryley that there should be 2 signatories on accounts. Pete to communicate with all directors regarding this. Discussion regarding update of financial programme.</p>	PR GS
6.	<p>Financial Analysis Partial report. Information from OSCAR income working well towards forecast. Juan Martin exceeded expectations. Films for March also exceeded expectations. Gallery brought in over £3,000 We need to continue as we are to achieve forecast</p>	
7.	<p>Reports and up dates</p> <p>Membership Membership reports show a few more single members</p> <p>Film Society John P attended Film Society meeting. FS agreed to send out questionnaire will cover Friday night issue. 2 more projectionists trained up. Lady in the Van very high bookings. 2 minor changes to constitution. Paul reviewing paper on Live Feed Broadcasts which John provided. Thank you to John for this work. Sue C suggested a live feed into the Proctor Room if we had more tickets than seats for films.</p> <p>Hirings Val distributed a comprehensive list of regular hirings with amounts paid. There are many new bookings i.e. iPadery. Thanks to Val for her hard work.</p>	

8.	<p>Chairman's Business</p> <p>Equipment Request John Baldwin is the centre technician in charge of sound and lighting, he has asked for estimate for new red tabs. Came out at £800 to be provided by Chris Clayton. John B also asked for new lanterns. Discussed how essential this is. Directors approved this request.</p> <p>Geoff and Val need to be included in directors email board@ On Wednesday 20.4.16 meeting planners for pre application. John P and Jenny to meet housing developers for ATS tyre site, if they gain permission they will give money to local community SAC may be able to benefit.</p>	JP, PR JP, JP
9.	<p>AOB</p> <p>Insurance. Discussed front door locks access and fire exits, windows with access to ground floor or roof spaces. Sue to ask John C to check.</p>	SC JC
9.	<p>Date of Next Meeting 23rd May 2016</p>	