

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held on 21<sup>st</sup> March 2016

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

**Others:** Val Baker

No.	Subject
1.	<b>Apologies for absence:</b> Karen Tippins
2.	<b>Open Session:</b> Jenny introduced Francesca Pratt who spoke to us for 5 minutes regarding her background in PR and marketing (Tiffany's) worked as a consultant for the National Theatre. Francesca is willing to promote SAC for events, facilities etc. discussed how to promote events, achieving a particular slant. Contact details:- francescapratt@hotmail.com 01258 821651 Jenny introduced Paul and John Burrough (Chairman of the Film Society) to the directors. John gave an overview of the SAC Film Society. It is successful, well regarded and shows films of a wide range. Making money is not considered within the FS constitution. He expressed a desire to help out with the development of the SAC. Paul commented that the FS wanted to take time to accurately record figures and to gain responses from a questionnaire. 40% of the box office takings go straight back to distributor. Paul explained several ways that we could make more money but due to the fact that we are within 20 miles of a Cineworld distributors are not willing to extend the range of film we show i.e. live shows. Paul believes that many of FS members wouldn't be members of SAC if not members of FS. Richard Lloyd commented that FS provides an excellent service, advertising upcoming events before film showings. Discussion regarding changing day of Film ensued. Pete explained that we could extend number of non member tickets to 35 based on the average attendance of members. Paul thanked Amber and Kevin for amazing new website.
3.	<b>Election of Chair.</b> Sue Cadmore nominated Jenny Parker to be Chairman seconded by Ruth D, Rick Longfoot, Richard Lloyd. John Pierce our new director introduced. John and willing to represent film society, John Cadmore representing music and drama group, buildings group. Geoff Spencer welcomed and introduced to be new treasurer, he has met with Pete and John several times to introduce him to the post.
4.	<b>Approval and signing of Minutes</b> Minutes approved and signed.
5.	<b>Matters Arising</b> Amber to manage Facebook, Jenny to write to donor of black cloth curtains. Jenny requested the purchase a Dyson cordless vacuum cleaner cost around £200 to keep in the box office. Jenny also requested 2 new bins to replace small waste paper baskets. Cupboards for storage John Cadmore is organising designs and price.

6.	<p><b>Treasurers Report</b>  Treasurers Report. £41,400 spare cash this month  Raise the Roof just under £23,000  Cash flow year to date from 1.9.15 showing surplus of £38,000  Discussed next production:- 'Annie Get Your Gun', piano player and licence. Standard of show should not be compromised by trying to save money. Sophie should be congratulated for her standards of budgeting for the shows she has produced. Letters of thanks sent to show directors. Write to Philip White regarding Dorset Drama competition  Huge thanks to John Skillman for all his hard work.</p>	
7.	<p>Rick consistently achieves a very high number of non-members at his events. All the groups income more than covers the direct costs that they incur. All making a contribution to the central costs of the SAC. Pete discussed summary of all groups. He explained different sums for each area or group at SAC.  If estimates are correct it looks as if income will be very good, costs will be controlled, there will be an unrestricted profit of just under £27,000. £23,000 for bank loan.</p>	
8.	<p><b>Central data base.</b>  All individual knowledge and responsibilities to be held centrally i.e. in the cloud. Amber to facilitate this. Content needed from people to put there. i.e. hiring and booking forms etc.</p>	
9.	<p><b>Reports</b>  <b>Website</b> has taken a bit longer, has a search, regular activities appearing in the calendar, responsive so it works on mobile apps. Lots of featured events, categories search, new booking forms, venue hire. Email not listed on website contact forms are sent directly. Iterative Thanks to Amber and Kevin for all their hard work to create new website.  <b>Fundraising</b>  Lots of catering events £2,000 raised on catering and quiz.  <b>Gallery</b>  Welcome 16 and Snowdrops were successful. 2016 now proceeds with booked exhibitors and the Gallery is lucky to have exhibitors taking part in Dorset Art Weeks, so the Gallery will be 'in the brochure'. While 2017 is filling up there are still spaces left. There were several Snowdrop exhibitors who asked for exhibitions space.  <b>Membership</b>  Report has been produced: membership slightly up.  <b>Buildings and Phase 4</b>  John Cadmore would like to relinquish role of Chairman Amber to advertise on website.  Mr Houghton from Hine and Parsons has agreed to give us the small finger of land which extends onto our site in exchange for a guaranteed fire escape route.  Pete is investigating the ownership of the right of way of our own fire escape route.</p>	
10.	<p><b>Chairman's Business</b>  <b>Foyer</b>  Bins and Dyson requested.  <b>Hall and Woodhouse</b>  Time to apply to Hall Woodhouse for a grant, keyboard was suggested.</p>	
11.	<p><b>Date of next meeting</b>  <b>18<sup>th</sup> April 2016</b></p>	