

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 19th September 2016

Directors Present: Jenny Parker (Chair), Ruth Drewett, Sue Cadmore, John Cadmore, Pete Ryley, John Pierce, Amber Harrison, Rick Longfoot, Sandra Trim

Others:

No.	Subject	
1.	Open Session Sue Cadmore: Sue explained how much work goes into putting a pantomime on; from the first declaration of interest; the meetings between all the groups involved including set builders, costume designers, actors. Submitting budget, acquiring chaperones for children, publicity, lighting, programme, advertising, pre views for elderly, technical rehearsal, dress rehearsal, performances, striking set, returning props, costumes etc. Jenny thanked Sue for such a comprehensive account.	
2.	Apologies for absence: Chris Dunford, Richard Lloyd, Karen Tippins, Geoff Spencer, Val Baker, Karen Tippings	
3.	Approval and signing of minutes: Minutes approved and signed. 10. Correction: Thanks to Sue and the catering team for organising 45 th wedding anniversary event	
4.	Matters Arising. <ul style="list-style-type: none">• 4. H&S Policy: - a few things need to be changed so not yet up on the wall. Should be up in time for next Board meeting.• Issues surrounding PRS are being sorted slowly. Charge has reduced. This is ongoing.• Contracts for Gas and Electricity. Not finalised as yet.• Kevin renegotiated BT contract saving about £300 annually. Many thanks to Kevin.• Amber has requested information, pictures etc. regarding Raise the Roof to put on the website. This must state subject to planning permission.• Ray Stephens has been appointed as a quantity surveyor. This was ratified by the directors.• Gallery fee has been changed to £200 for 2 weeks.• A card reader is not possible for the Film Society.• Research into coffee machine ongoing.• Rutter room sofa has been rehomed.• JC has spoken to Dave who is very keen on a large bin but would not be able to put it out the front. He will bring the bags out individually to the front. However purple bags are expensive. It also needs to be lockable.	JC
5.	Treasurers Report No monthly reports this month. At end of Aug almost £40,000 in current account	

	<p>and £30,000 in deposit accounts. Geoff is looking to invest some of the money. Need for an accountant to provide accounts for Charity Commission and Companies House. Pete to obtain quotes for this. Agreed by Directors. SAC has passed threshold for VAT. We need to be registered for VAT. We would need to discuss ways of pricing tickets to include VAT. We should investigate further and quickly and come back to the Board for a further decision. Directors agreed that Pete and Geoff should investigate this.</p>	PR GS
6.	<p>Financial Analysis Pete shared financial Analysis. Costs are not listed, income from last year is better than previous year. Theatre productions had a total income of over £34,000. External bookings made over £16,500. £5,000 profit from films and £4,000 from film membership. Gallery did exceptionally well. Total profit was over £18,000. Raise the Roof fundraising made over £5,000. Amber suggested creating a visual chart for the whole of SAC so it is easy to see where the profit is made.</p>	
7.	<p>Capital Fundraising Thanks to John for researching fundraising. Jenny is applying to Wolfson Foundation for a grant. Needs to identify a project within the overall project which would cost around £100,000. £1500 in donations in memory for Bob Truscott. Jenny has written letters of thanks to all those who gave money. £5,000 has be donated from Hovis Loaf. We have also been granted £5,000 from Town Council. Carnival has nominated SAC as a beneficiary. Members of SAC are helping with collections. SAC has been the beneficiary of a Will for the sum of £120,000. The family wish to remain anonymous.</p>	
8.	<p>Live Feed The projector and sound system are adequate, Stroud Theatre are advising us and have invited us to go and have a look. Costs surrounding satellite dish are still to be explored. Live feed extends to Art Galleries. We need to establish who is going to provide the technical support. Shows are available globally. Showings would have to be fitted into SAC programme.</p>	
9.	<p>Raise the Roof project John talked about 'Give as you Live'- If you buy something via this organisation money will go to predetermined charity. A possibility.</p>	

10.	<p>Reports</p> <p>Gallery</p> <p>Good open day and all visitors came in the morning. More proof reading time needed for the brochure. Annual painting needed to ensure the quality of the Gallery. Problems with storage cupboard at the back of the Gallery. Suggestion that we put Bob Truscott's name above the grill in the Gallery. RL suggested a role of honour including those who have made an outstanding contribution to the SAC. Jenny will write to Kate to thank her for what she does for the Gallery, the archives and for open day.</p> <p>Music and Drama</p> <p>Under Milkwood is being performed for Spring production</p> <p>Buildings.</p> <p>Stage floor been recovered. Handrail replaced. Damp has been cured. Guttering has been re fixed. Middle dressing room has been plastered and is being decorated Back stairs has been painted. Work to be done is guttering on other side, finish middle dressing room and putting security bars on window which need replacing. CCTV has been installed. Jenny to write to Rosie regarding Alan's death. JC is to explore the needs of the flying tower.</p> <p>Membership Report</p> <p>Overall SAC membership is reducing and yet takings going up which is good.</p>	<p>JP</p> <p>JP JC</p>
11.	<p>Chairman's business</p> <p>Poetry Group request</p> <p>Poetry group would like to print a new book and need £300. Directors agreed to pay for this.</p> <p>SAC title</p> <p>Many people think SAC is just for Art and do not know about the theatre. Amber is going to explore a strap line to list the arts which are offered.</p> <p>Film Society</p> <p>Front of house team attends for all Films. Film society members would like to watch the film. Please could we have more film society members to volunteer for front of house at other events.</p> <p>AGM date</p> <p>Possibly 22nd March 2017</p>	
12.	<p>AOB</p> <p>PR reported on his Trustee Training PR read eligibility to be a Trustee. We all signed to declare eligibility. PR will email Conflict of Interest policy for agreement. Policies should be listed on website. Can we include e cigarettes on smoking policy? Only 60 tickets sold for Beggar's Opera need for photos etc. for publicity for Amber.</p>	

13.	Date of Next Meeting 17th October 2016	