

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 17th October 2016

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

Others: Val Baker

No.	Subject	
1.	Open Session	
2.	Apologies for absence: Richard Lloyd, Amber Harrison, Karen Tippins, Chris Dunford.	
3.	Approval and signing of minutes: Minutes approved and signed.	
4.	Matters Arising. <ul style="list-style-type: none">• New coffee machine now in situ upstairs, still looking into one for downstairs.• Gas and electric remains with Eon for no. 13. Gas at no. 11 is Eon and British Gas has electric meter with nothing going through it for which we are paying a standing charge Geoff will approach British Gas.• John has ordered a big wheelie bin and 100 bin bags. We will continue to use purple bags.• JC has spoken to Dave regarding pay and donation.• Strode Theatre at Street is advising us on Live Feed.• Roll of Honour: - SC brought up this issue and questioned what criteria would be required to achieve this status. Letters of appreciation or a mention on the website would possibly be preferable.• AGM is on 22nd March 2017• RJL: - Rick Longfoot.• Conflict of Interest Policy: - This policy continues to apply after resignation of director. This policy was agreed. PR to issue revised policy.• Please email JC if any changes needed for Health and Safety Policy .	JC GS PR
5.	Treasurers Report Geoff summarised SAC accounts Mortgage now under £70,000 and loan is £51,540 4 payments have been taken from SAC account for AA. This is fraudulent transaction. Money has been refunded. No new DD will be set up, we will have to go back to the bank to set them up. Cheques banked for £500. Geoff doesn't know where they come from.	

	<p>Discussion ensued regarding group ticket sales and collection of money. Geoff suggested that invoices are raised for advertisers so that they go on the system. Information needs to be centralised.</p>	
6.	<p>Financial Matters Geoff and Pete are trying to get quotes from accountants to prepare annual accounts. Four different firms have been approached. One quote is been received for £2,500. VAT registration. Spoken to one firm to provide VAT advice. PR will be meeting with them in the next couple of weeks. <u>Income analysis.</u> Profits have been made from Gallery, external bookings and films in the first month. Film Society membership is reducing. PR gave figures both including film society members and those who have sole SAC membership.</p>	
7.	<p>Capital Fundraising Jenny working with Louise. Discussed 'Spend a Penny' project. Hannah Baker from Arts Development Team from DCC. We may be able to get £50,000 to get match funding for our project. Money would be available in March 2018. Hannah is coming on Monday 7th November at 10am. She is keen for us link with theatres in south of the county. It seems a good idea to be working together with Dorset and Arts council</p>	
8.	<p>Raise the Roof project We could possibly put solar panels on the new roof. Measurements have been taken to be included on proposal for planning.</p>	
9.	<p>Reports Membership and Membership Secretary Chris would like to step down from the Board and Kevin Harrison is keen to become membership Secretary. Directors agreed that Kevin should be co-opted to the board of Directors. Music and Drama Report provided. Good ticket sales for Beggars Opera. Full programme now until Pantomime 2018. Pantomime has now been cast. Buildings. JC provided minutes from Buildings Committee. JC to speak to Tim and Steve regarding being paid for work which needs to be completed to comply with security element of insurance policy. Quote will be gained from a local firm to ensure transparency.</p>	JC

10.	<p>Chairman's business</p> <p><u>Music at SAC</u> Discussion ensued regarding provision of different music events at SAC to suit a wide range of tastes including during the day i.e. lunchtime recitals.</p> <p><u>Christmas Raffle</u> Sunday 4th Dec 2016 Shaftesbury Band will be at SAC. Please could each member of Board provide a raffle prize. 50% of funds will come to SAC.</p> <p><u>A board</u> There are occasions when it would be good to have a lightweight A board. Directors agreed that we should purchase one. Discussed where to keep it. Nothing decided.</p> <p><u>Other developments.</u> Christmas Trees on front of SAC. Prices to be checked. Youth Club in Coppice Street will be enlarged with enlarged band hall and 300 seater hall.</p>	
11.	<p>AOB Discussion regarding teddy bears in box office</p>	
12.	<p>Date of Next Meeting 21st November 2016</p>	