

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 16th January 2017

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

Others: Val Baker

No.	Subject	
1.	Open Session None	
2.	Apologies for absence: John Cadmore, Richard Lloyd, Rick Longfoot	
3.	Approval and signing of minutes: Minutes approved and signed.	
4.	Matters Arising. <ul style="list-style-type: none">• Amber has chased up branding of coffee machine.• Piano will have been purchased in time for the panto.• All 3 boilers have been serviced and parts have been replaced in one. The other should be completed by the panto.• Pete and Geoff are meeting the accountants to present accounts. Should be returned by AGM.• Financial Analysis now has pie chart to explain expenditure.• Board agreed to request by photography group to hold an exhibition.	
5.	Treasurers Report Cheque for legacy has been received. Investment opportunities to be explored. Board discussed possibility of creating a financial team. KH, JP expressed an interest. PR summarised draft accounts to the Board. They reflect a very good financial year. Gallery, room hire and MAD productions made a significant contribution.	
6.	Financial Matters PR mentioned several questions which he is going to ask the accountants regarding the way income is allocated for different events. I.e. room hire, external bookings. PR suggested that where a member of the board has a responsibility for an area of SAC it should be possible to see the impact of that particular area on the finances of SAC. Board commented on pie chart showing net contribution to SAC overheads. PR thanked KH for suggestion of different and clearer way of presenting accounts.	
7.	Capital Fundraising Portal for grant opened on the 12 th January and the process of applying is underway.	

8.	<p>Raise the Roof project Money is coming in steadily but we still need considerable funding for the Raise the Roof Fund. We need to ensure that the amount of effort is balanced with the amount of funds raised. Discussed Snowdrop Festival. Liaison officer been appointed for Gallery.</p>	
9.	<p>AGM preparations. AH needs Agenda and names of Board members stepping down. If there are vacancies she needs application pack for new Directors. Simon is preparing booklet. This needs to be sent to AH. Invitations to be sent 3 weeks before. Refreshments discussed.</p>	<p>AH PR</p>
10.	<p>Reports Membership KH reported that membership remains the same as past month. JP asserted that everyone who is participating in a production needs to be a member of SAC. ST volunteered to join up members on first night of rehearsal.</p> <p>Gallery Gallery has been repainted and looks good. They are now working on 2018 exhibitions with requests for 2019.</p> <p>2018 is Dorset Art Weeks year and Kate has been approached by the local co-ordinator to use the Ron Homes Foyer as a Showcase/information venue three weeks while the event is on. The Board agreed to let the artists have the space for no fee as it should bring a lot of people into the Centre.</p> <p>Film Society 4 people interested in training to be projectionists.</p> <p>Live Feed JEP to chase up.</p>	<p>JEP</p>
11.	<p>Chairman's business</p> <p>Video opportunity. Eric Montague is a Professional Video film maker. Keen to participate in SAC. Jerome would like him to film Under milk wood. JP is meeting with him, Jerome and SC on 26th Jan 10am.</p> <p>Art Classes Zara McQueen offering art classes and would like to acquire some easels for this. Discussion to be continued.</p> <p>Hiring during shows. Gallery will be asked to specify that Private Views must finish 30 minutes before performances so that there is no overlap.</p> <p>Karen Tippins has resigned from Town Council so we need a new representative from Town Council. JP will write to her.</p>	<p>JP</p>

12.	AOB <ul style="list-style-type: none">• AH has done a wonderful job of the new programme it has been created in a new format. AH needs feedback ASAP.• SC suggests that when rooms are hired that if hirers want tables etc. they should move the tables and chairs themselves or adhere to a different contract and pay an extra fee.• SC asked if she could charge £2 for Ali Baba Programme Directors agreed.• 3 days of fringe at end of June.	
13.	Date of Next Meeting 20th February 2017	