

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held on 20<sup>th</sup> February 2017

**Directors Present:** Jenny Parker (Chair), John Cadmore, Sue Cadmore, Richard Lloyd, Rick Longfoot, John Pierce, Pete Ryley.

**Others:** Val Baker, Geoff Spencer, Jen Richardson (Ward Goodman), Matthew Isaacs (Ward Goodman)

No.	Subject	
1.	<p><b>Open Session</b></p> <p>JR presented the annual accounts and independent examiner's report for 2015-16 on behalf of Ward Goodman. The accounts are in a new format, as required from 2015 onwards by Charities Commission and Companies House (FRS102 and SORP). The "group reports" have been included in the "trustees report" section because they explain well how SAC has delivered public benefit. The independent examiner's report confirms that all was well with the accounts and their underlying accounting records. The "funds" reporting has now been rationalised to show only one restricted fund (the Raise the Roof Fund) and one General Fund. With the correction of a few minor typographic errors, the Accounts were approved and signed by the Chairman and Company Secretary, and the Independent Examiner's Report was signed by JR. Ward Goodman will now submit the Accounts to both Companies House and the Charities Commission on SAC's behalf. PR will send them to S Hunt for inclusion in the AGM booklet, and to AH for inclusion on the SAC website.</p> <p>MI gave a brief presentation on investment options available to SAC given the proviso that capital invested must be risk-free, but that the investment should earn income. The options centred on notice and fixed term (1 yr) cash deposits, all of which are protected by the Financial Services Compensation Scheme guarantee (to a maximum of £85,000 deposited per institution).</p>	PR
2.	<p><b>Apologies for absence:</b></p> <p>Ruth Drewett, Amber Harrison, Kevin Harrison, Sandra Trim</p>	
3.	<p><b>Approval and signing of minutes:</b></p> <p>The minutes of the meeting on 16 January 2017 were approved and signed.</p>	
4.	<p><b>Matters Arising.</b></p> <ul style="list-style-type: none"><li>• The new coffee machine for the foyer is due to arrive 21 February (<i>post-meeting information: it did arrive as scheduled</i>);</li><li>• The Finance Group is to meet to review and recommend data and reporting requirements of the Board;</li><li>• Papers for the AGM have been, and are being, provided to AH for electronic distribution on schedule: PR confirmed that the Memorandum &amp; Articles of Association (clause 13) only require AGM resolutions (including the election or re-election of directors) to be decided by a show of hands (unless a poll is specifically requested by a member at the meeting);</li></ul>	JCP /PR/ KH/ GS



10.	<p><b>Reports</b></p> <p><b>Membership</b> KH reported that membership remains similar to last month.</p> <p><b>Gallery</b> K Pickard had submitted a report stating that the Gallery had made a good start to the year, including the Welcome 2017 and Snowdrop exhibitions.</p> <p><b>Fundraising</b> SC reported that the Snowdrop events should earn c.£600 for SAC, but that the Valentine's Pudding Night had had to be cancelled because of lack of sales.</p> <p><b>Buildings</b> A request from JC for the installation of a new cupboard (for chairs, etc.) by S Pocock in the Rutter Room was approved: JC to progress</p>	JC
11.	<p><b>Chairman's business</b></p> <p>Rutters (solicitors) have requested a meeting to formalise their continuing sponsorship (see above) for which they would like greater marketing impact: it was agreed that JCP should offer half-page adverts in the main programme and in M&amp;D show programmes, a sign in SAC front windows, etc. (and that a similar offer should be made to PWCR for their continuing support).</p> <p>An ex-ATV executive, John Sinclair, has expressed interest in working with E Montague and I Berry to set-up a group making films/videos: JC to follow-up</p>	JC
12.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• VB is to investigate the use of the "post-code lottery" for fundraising</li> <li>• SC is to ask J Spiteri for aid in drafting terms of reference for a Press Officer for SAC</li> <li>• An appeal for member donations towards Raise the Roof is to be made at the AGM, if ACE give their permission to apply for capital funding</li> </ul>	VB SC JCP
13.	<p><b>Date of Next Meeting</b></p> <p><b>27<sup>th</sup> March 2017 (Note: 4<sup>th</sup> Monday in month, because of AGM)</b></p>	