

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 18th April 2017

Directors Present: Jenny Parker (Chair), John Cadmore, Sue Cadmore, Caroline Hughes, Richard Lloyd, John Pierce, Pete Ryley, Sandra Trim,

Others: Val Baker

No.	Subject	
1.	Open Session: None	
2.	Apologies for absence: Ruth Drewett, Amber Harrison, Kevin Harrison, Rick Longfoot,	
3.	Approval and signing of minutes: Minutes of the last meeting were approved and signed.	
4.	<p>Matters Arising:</p> <ul style="list-style-type: none"> • JCP has spoken to the Mayor to ask for a new representative • JC to arrange for delivery of tables via his home address. • JP to write to Trinity Trust requesting financial support for Phase 4. • Hall and Woodhouse will donate money up to £3,000 for a specific item or project. Discussion ensued regarding ideas for items as the application must be submitted by 5th May. Equipment for live streaming was suggested. JEP to investigate items and costs. • Discussion regarding holes in theatre seats: SC to visit Hine and Parsons to investigate temporary fabric patches • JP, JC, PR met with Laura Cornet who seemed happy to consider giving SAC £50,000 and will direct us to further funding streams. • JCP, VB and the Tech team visited Trinity Centre: stairs may be an issue, so use during Phase IV is to be last resort • D Wareham has confirmed that he will paint the toilets in summer 2017 • PR to ask AH/GS for cost details re programmes • AH to be asked to advertise in members' newsletter for volunteers for new Marketing Group (and PR to confirm whether SAC is a member of Shaftesbury Chamber of Commerce) 	<p>JP JC JP</p> <p>JEP</p> <p>SC</p> <p>JCP /PR</p> <p>PR AH PR</p>
5.	<p>Treasurers Report:</p> <p>The Board confirmed their approval of the new simplified format for monthly income and expenditure reports plus a separate listing of fundraising income.</p> <p>The finances of SAC continue to be healthy: general operations (i.e. excluding fundraising activities) have in the seven months to date this year generated nearly £58,000 this year against running costs of £38,000, hence generating nearly £20,000 in general surplus (which will be used to pay the scheduled loan and mortgage repayments). Meanwhile fundraising activities have generated over £133,000 (including £120,000 legacy, and £7,000 in donations).</p> <p>Investigations into VAT registration are continuing.</p>	

6.	<p>Raise the Roof project: Progress Report</p> <p>Steve Pocock has volunteered to join the Project Task Group and was eagerly accepted: he immediately brought some new and useful information regarding the potential for equipping the fly-tower.</p> <p>SAC's application for planning permission is now advertised on the Dorsetforyou website: comments of support have been requested from members, friends and neighbours – by 18 April, 10 supportive and 1 objecting comment had been made. Shaftesbury Town Council agreed at its public meeting on 18 April, to support SAC's application. NDDC's decision is due in May.</p> <p>The Arts Council funding decision is due in July.</p> <p>The Funding Appeal Group held its first meeting on 17 April: notes of that meeting were distributed to the Board for information. The group will focus on appeals to members, local businesses and the general public (mainly SAC audiences) and is determining appropriate approaches to those groups.</p>	
7.	<p>Charities Commission – Annual Return:</p> <p>The 2015-16 Annual Return, including confirmation that SAC holds approved policies as requested by the Charities Commission, and Annual Accounts for 2015-16 have been submitted to the Charities Commission.</p>	
8.	<p>Reports</p> <ul style="list-style-type: none"> • JC reported on the last Building Committee's meeting which was attended by Richard Neale of PCWR to discuss the Phase IV Building project: RN has been invited to further detailed discussions • KH had sent his monthly membership report to the Board showing no change in the overall number of members since last month • CH updated the Board on the continuing successes in the Gallery: it was noted that the SAC Art Group could perhaps do more to celebrate their work. SC is to invite their chairman to make a presentation to the Board. 	SC
12.	<p>Chairman's business</p> <ul style="list-style-type: none"> • JCP reported that complaints had been seen on Facebook regarding insufficient booster seats for performances where large numbers of small children could be expected, and also on long queues for ice creams. CH suggested that, in line with SAC's Customer Care policy, we should advertise such performances with a notice of only limited availability of booster seats so that parents may bring their own should they so wish. CH also suggested that AH be asked to monitor such complaints and perhaps post on SAC's Facebook page a request that formal complaints be advised to us in writing. 	AH
13.	<p>Date of Next Meeting Monday 22 May 2017: Please note change of week.</p>	