

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held on 27<sup>th</sup> March 2017

**Directors Present:** Jenny Parker (Chair), Ruth Drewett, John Pierce, Sandra Trim, Sue Cadmore, John Cadmore, Richard Lloyd, Caroline Hughes

**Others:**

No.	Subject	
1.	<b>Open Session</b> None	
2.	<b>Apologies for absence:</b> Val Baker, Rick Longfoot, Amber Harrison, Kevin Harrison, Pete Ryley	
3.	<b>Election of Officers</b> Sue Cadmore nominated Jenny Parker to be Chairman Ruth Drewett seconded .the nomination Jenny nominated John Cadmore to be Vice Chair Richard Lloyd seconded the nomination	
4.	<b>Approval and signing of minutes:</b> Minutes approved and signed.	
5.	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Coffee machine is serviced 2x weekly. Numbers are going up steadily numbers not quite balancing the cost yet. Discussion ensued regarding sign posting for the coffee machine.</li> <li>• Finance group not yet met.</li> <li>• AGM went well. It was quorate.</li> <li>• Jenny will write to town council to ask for a new rep.</li> <li>• JC produced prices for new tables. 6 new tables are needed to replace old tables which are no longer locking. Directors agreed to purchasing 6 tables from Nisbetts.</li> <li>• Application to Arts Council now been submitted.</li> <li>• JP to write to Trinity Trust requesting financial support for Phase 4.</li> <li>• 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 the end of May. Equipment for live streaming was suggested. JEP to investigate items and costs.</li> <li>• Discussion regarding holes in theatre seats. SC to visit Hine and Parsons to investigate temporary fabric patches</li> <li>• JP, JC, PR met with Laura Cornet who seemed happy to consider giving SAC £50,000 and will direct us to further funding streams.</li> <li>• New cupboard installation ongoing.</li> <li>• JP and PR met with Duncan Weir who said Rutter's will continue to donate £2,000 annually but would like to have higher advertising profile. See 12</li> </ul>	<p>JP</p> <p>JC</p> <p>JP</p> <p>JEP</p> <p>SC</p>

6.	<p><b>Treasurers Report</b></p> <p>Pete produced report which was circulated to directors prior to the meeting. Finances look very healthy. Amber to be asked to clarify the costs regarding programmes and sales. Policies were reviewed:- <b>Investment</b> <b>Management of volunteers</b> <b>Risk Management Policy</b> JEP will develop a policy regarding Dealing with Complaints RD to send Child Protection Policy to PR JC mentioned that potential volunteers are sometimes being overlooked as they are written in the black book and sometimes offers of help are not taken up. People email interest in volunteering to JP. Caroline will check with Kate to ensure the Gallery has appropriate risk assessments completed. ST proposed and JEP seconded the approval of the policies.</p>	JEP RD  C
7.	<p><b>Raise the Roof project Progress Report</b></p> <p>Planning permission will be decided in May. Decision regarding Arts Council will be known in July.</p>	
8.	<p><b>Appeal Launch</b></p> <p>Discussion ensued regarding how we raise the match funding. SC felt we need to make the project easy for people to understand. JEP felt that we should wait until we know if we have been successful with the Arts Council. A letter will be written and sent by post to SAC members. JEP, SC, JC will form a committee to discuss fund raising.</p>	
9.	<p><b>Programming for 2018</b></p> <p>Val is arranging to visit Trinity Centre with some of the technicians to see if SAC could use it while building work is going on to show films etc.</p>	
10.	<p><b>Open day</b> 10<sup>th</sup> June 2017 SC will do refreshments: coffees, lunches and teas. Photographic exhibition in foyer Paul will organise tours. Coordinator needed for stage events. JC will ask Sophie if she will coordinate.</p>	JC
11.	<p><b>Reports</b></p> <p>Gallery already booking for 2018. 'Buzzing around Shaftesbury' competition opens on 26<sup>th</sup> May until 6<sup>th</sup> June 2017.</p> <p><b>Fundraising</b></p> <p>Events planned are: Cabaret in May, Waterside Picnic with Wind in the Willows, Refreshments for open day.</p>	

12.	<p><b>Chairman's business</b></p> <p><b>Toilets</b> Caroline mentioned that the toilets could do with a deep clean and a repaint, the fans are full of dust. JC will ask Dave Wareham if he would be willing to repaint the toilet.</p> <p><b>Ice Cream</b> JC contacted Purbeck regarding the freezer and discovered that it belongs to us. We will need a newer and a preferably bigger one, fairly soon. Jenny raised the question of increasing the price of Ice Cream to £2.00 in order to help the Ice Cream sellers and to avoid the problems of change when there is a full house. We have already raised the float to £80. SC thought this was too high a price. ST suggested raising the price when the new building opens.</p> <p><b>Show programmes</b> JC showed an idea for a standard show programme created by Bo Rutter Directors liked the pantomime programme with Word search and pictures. Discussion ensued. They felt each programme needs to reflect each particular show. There shouldn't be a specific format but there should be certain items that need to be included; each show producer could decide where it goes JP explained that Rutter's and Proctors will be given a half page advert each on the SAC Programme and perhaps they could appear on production programmes.</p> <p><b>Marketing</b> JC requested the re-forming of a marketing group to monitor the programmes and advertising within them. A new committee could connect with Chamber of Commerce to create innovative ways of advertising in shops etc. and within the town. SC suggested that they concentrate on the 4 annual in house productions. Caroline suggested we advertise on the website for people to promote events. JP produced a list of all the innovations that the previous committee set up.</p> <p><b>AOB</b> JC requested that the Music and Drama productions are highlighted in the SAC programme to enhance the profile and ensure that it is clear that they are in house productions i.e. perhaps with a frame and the SAC logo.</p>	<p>JC</p> <p>JP</p>
13.	<p><b>Date of Next Meeting</b> <b>Tuesday 18<sup>th</sup> April 2017 Please note change of day.</b></p>	