

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held on 11<sup>th</sup> September 2017

**Directors Present:** Jenny Parker (Chair), Caroline Hughes, John Pierce, Ruth Drewett, Richard Lloyd, Pete Ryley, Kevin Harrison, Amber Harrison, Sue Cadmore, John Cadmore

**Others:** Val Baker, Lester Taylor

No.	Subject	
1.	<b>Lester Taylor introduced as new rep. for town council</b> <b>Open Session:</b> Maggie Pierce, willing to write for the BVM. Exploration of how best to use her skills. Maggie would like to hear from any groups with any information or requests that they would like to be publicised. Maggie will then write articles. Her email address for contact is:- maggiepierce3@gmail.com Discussion ensued regarding upcoming drama events and individual responsibilities.	
2.	<b>Apologies for absence:</b> Rick Longfoot, Sandra Trim	
3.	<b>Approval and signing of minutes:</b> Minutes of the last meeting were approved and signed.	
4.	<b>Matters Arising:</b> 1. Now 8 members of the writing group 4. (i) Tables now purchased (ii) Steve has repaired the theatre seats and replaced those damaged ones. JP to write and thank him. 5. PR asserted that groups need to estimate costs and income for performances based on prior performances. Discussion ensued regarding how accurate the figures need to be. JP suggested that audience numbers remain roughly the same regardless of the number of performances there are. Too many performances mean that the audience numbers are at times very few. PR suggested that the marketing group is reformed to decide which events are going to be the most popular. AH reminded us that it is very difficult to know in Shaftesbury what people want to see. JC stressed that we need to keep the very creative aspects of the Arts Centre and not worry so much about how much income is generated from each event. AOB Steve fixed a hose to enable watering of pots. A rota is needed for watering next year.	JP
5.	<b>Treasurers Report:</b> <b>PR presented the treasurer's report.</b> <b>Key points:</b> £22,835 surplus which will enable payments of mortgages and loans. We can now compare year on year. Advertising in the programmes: - PR clarified some anomalies in advertising regarding payment schedules for advertisers. Someone needed to be responsible for all the advertising. AH needs all the advertising copy 6 weeks before the print date. KH asked a question relating to film society membership contributing to overall profit. PR to send out breakdown of monthly costs. Need to be audited before publishing on website. Discussion regarding registering for VAT.	PR

6.	<p><b>Raise the Roof project: where we are now.</b>          Sadly we didn't receive Arts Council funding. We need to decide when we make an appeal. Builder is quite happy to wait to complete the build.          Rain comes through the roof when the wind blows in a particular direction. However, it would be much more expensive repaired on its own. Guttering needs to be mended.</p>	
7.	<p><b>Programme</b>          Many thanks to Amber for the fantastic programme. It is now being delivered in Mere. Amber explained the reasons for particular deadlines and why events are sometimes submitted late. Groups find it difficult to plan 6 months ahead. Suggestion put forward for having 3 programmes each year instead of 2. AH is going to explore the suggestion of 3 programmes a year to see how this is going to look. Logo throughout looks very good.</p>	
8.	<p><b>Open Day</b>          Sophie responded that the Open Day is an opportunity to share SAC with the local community. It should be on a day when lots of people come in to the town i.e. Food festival. Each group should contribute and we need a coordinator. Maybe we need to give it a rest for a year or 2.          AH suggested having a pop up tent at the different festivals to give out programmes and talk about SAC.          All Directors agreed with this idea.</p>	
9.	<p><b>Reports</b>  <b>Music and Drama</b>          Size and position of Music and Drama Board. It is hidden away by ice cream freezer. Suggested that they have the one by the box office. If it is in a prominent position it will need to be filled. I.e. posters of upcoming shows and news etc.          JC strongly suggested that we need to serve good quality coffee in the interval at events. We now have 2 fully operational machines.</p> <p><b>Buildings</b>          Urinal has been removed. Any Burton has completed electrical work. Shed had been removed from outside. Painting has been done. Wandering lead lamp has been requested for use when cleaning seats in the auditorium. The Ladies have been painted. Access to look at the guttering is a problem. Need to access through Bell Street Café. Blacksmith has to quote to mend hinge on window and security grills.          New toilet seats and new taps in the female toilets requested by CH.</p> <p><b>Film Society</b>          Season started well. 'Hidden Figures' welcomed a large audience. Minutes have been requested but these are available on the website. Asking for front of House for children's films. Maybe volunteers from Film Society could be found to help with this. 2 new projectionists trained.</p> <p><b>Gallery</b>          The Gallery has been approached by Ron Homes's widow, [Ron was Gallery Manager for many years] who has offered to put on a retrospective exhibition in March next year. With the Directors' agreement, we would not charge a hire fee in lieu of lone Homes's offer of all sale proceeds to be donated to SAC. We will hang, label and steward the exhibition. The Directors agreed to this.          Kate has managed to obtain a larder fridge for the gallery via Freecycle and thanks to John Cadmore it is now fitted into the store.          Kate has been putting the theatre archives on to One Drive as directed by Amber &amp; Kevin. Chris Sims has retired from SAC need someone responsible for collecting the 'paper' information from the recent shows. Music and Drama producer collects a bundle of information to give to Kate.          Sue Hoskins and Caroline have suggested putting pictures in the female toilets and has</p>	

	<p>volunteered to prepare these and the building committee to put them up. Still investigating an 'A' frame for advertising the Gallery.</p> <p><b>Membership</b> Relatively stable 499 at end of August 2017. Membership prices increased on 1 September, as agreed and minuted at the December 2016 meeting. Unfortunately the Film Society were not informed of the changes until very late in the day. The membership secretary will ensure that future increases have been communicated to the Film Society and remind them in good time before publication of their programme.</p>	
10	<p><b>60<sup>th</sup> Birthday</b> 1<sup>st</sup> November 2017 Is it too late? Maggie to be asked to write a piece about the highlights of the last 60 years for BVM</p>	JEP
11.	<p><b>Chairman's Business</b> <b>Flying Start Nursery</b> Have requested to put on their nativity in the auditorium. Should we charge them? Suggested we put out a collection bucket.</p> <p><b>Dementia Friendly</b> Mayor's Charity for the year. Training available to teach people how to manage dementia. To be able to be deemed dementia friendly we would need to have someone trained available at all events.</p>	
	<p><b>AOB</b> Volunteers needed to be Santa in December Volunteers needed for pop up café. Fire risk assessment taking place on 2<sup>nd</sup> October 2017 AH suggested that we ask owners of old Budgens building if we can put up posters. ABOP no longer at SAC. They will put on a couple of performances a year here.</p>	PR AH
12.	<p><b>Date of Next Meeting</b>  <b>16<sup>th</sup> October 2017</b></p>	