

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 16th October 2017

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

Others: Lester Taylor

No.	Subject	
1.	Open Session: None	
2.	Apologies for absence: Val Baker, Kevin Harrison, Amber Harrison, Rick Longfoot, Richard Lloyd	
3.	Approval and signing of minutes: Minutes of the last meeting were approved and signed.	
4.	Matters Arising: Maggie Pierce has managed to get a couple of items published in the BVM, directors of shows are kindly requested to respond to emails containing draft material for approval. 5. Everyone has received further analysis of finances. 7. Amber to be asked if it would be possible to have 3 programmes each year. 8. We agreed to have a pop up tent at the food festival but not an open day. 9. Site meeting needed to explore ways of managing ice cream and coffee sales in an interval. Discussion ensued regarding practicalities of interval refreshments. 10. Jenny to write a piece regarding SAC 60 th Birthday. 11. 2 volunteers for Santa so far. Fire risk assessment completed. An evacuation chair is needed for disabled. This is in hand. Wall needed to be built to compartmentalise 2 roof spaces to stop spread of fire. Buildings committee to manage this.	JP
5.	Treasurers Report: PR presented the treasurer's report. Key points: Hardly any cost for Sept. as invoices had not been presented in time. No column for prior year figures until February because of delays in getting the new computer programme established. Music and Drama shows minus figure as net result. This is because very few ticket sales so far and costs for show were presented. There is no need for concern as ticket sales will meet the expected income. External bookings and films are showing zero as there were no invoices to pay in. No concerns regarding the finances as it is the first month of the year. Gallery was very successful. Film society membership figures looking good.	
6.	Credit Card Machines We have been approached by an alternative supplier for the credit card machine who has suggested a way of making a 40% saving. PR suggests we try this for 1 year. KH wants to ensure that we know that that any change will not directly affect the Oscar Box Office system and we need to liaise closely with Savoy Systems to ensure a seamless transition. Directors agree in principle that Geoff and PR set this in motion. Caroline asked about SAC policy regarding cheques. It was felt it was best not to accept cheques from unknown purchasers.	

7.	<p>AGM</p> <p>PR and Geoff have been working very hard to prepare accounts. The proposed date is Wednesday 21st February. Richard Lloyd, Rick Longfoot, Jenny Parker and Pete Ryley due to retire by rotation. All documents updated for AGM. PR to send timetable for reports etc. Presentation of documents to be repeated from last year. Accountants coming in to check accounts on Monday. A big thank you to Pete and Geoff for all their hard work.</p>	PR
8.	<p>Funding our Future</p> <p>Spoonfed evening made over £450. Jenny also received £9,000 in donations. £2,000 from Rutters. JP has made a sign to go in the window to recognise that Rutters and Proctors are sponsors of the SAC. Fine Foundation donated £2,000. Sybil Fine King to visit us at the Snowdrop festival. Shaftesbury charitable Trust have donated £5,000. JP has written to film society to see they would feature an advert for Churchill Retirement Homes (CRH) if they are prepared to donate to SAC. Discussion ensued regarding how much we could ask for this. PR suggested £1,000. JC suggested that Sophie produces budget for West Side Story and show them to CRH to see if they would donate towards a particular aspect of the production.</p>	
9.	<p>Marketing Framework</p> <p>JP would like each show to have a marketing liaison. JP presented a list of volunteers who are willing to help with advertising and marketing for SAC events. It is important that directors and producers liaise with the marketing volunteers. It was felt that the list would help the producers and should be given as soon as the producer and director is known.</p>	JP

R

Reports

Buildings

Access needed to survey condition of the roof. Strong feeling is that roof needs to be repaired ASAP. Leak in roof of Rutter room. If we don't get the Arts Council Grant then we need to consider something a lot simpler. Plans from 2003 would be a good starting point if funding bid fails.

Survey needs to be completed by a roofing Co. to establish the extent of the repairs needed. Cost estimates required for whatever they recommend.

Film Society

Paul advised that Live Feed via Moviola will not happen soon. JEP will leave it on hold for now.

Gallery

Kate has taken the first reservation for 2020.

The demise of the supermarket has affected visitor numbers over the last few months. To counteract this, it has been suggested that an 'A' Board might help. Kate has approached the person who made the one for the Cygnet and were quoted £135 + VAT for the board, and has received another quote from Syd the printer of £150 inc. VAT, for the complete sign written board. The Board approved the quote. Lester suggested we ask the Chamber of Commerce regarding placement of A board. Pictures to go in picture frames in near future. Discussion regarding placement of pictures.

Redecoration for January is in hand and Gallery should be finished for Welcome 18.

In the October edition of Shaftesbury Matters, there is a page entitled 'Arts Centre Diary – October'. There is only 1 line regarding the Gallery please could we include a little more about the exhibitions that run for nearly 50 weeks of the year for future editions. JP will focus on Gallery in January

Membership

September and October are big months for membership renewals. There were 71 renewals/new memberships taken out in September. Membership held up well with a slight fall from 499 to 494. A membership issue that has cropped up again this month is MAD production cast and crew (including prominent members and even production directors) not being members, or with lapsed memberships (of several months!). We need to ensure that all cast and crew are members and make this an automatic part of the MAD group culture. Discussion ensued regarding this matter. SC suggested that after the auditions membership should be checked and cast asked to join or leave.

Sophie has sent the Treasure Island cast list and asked Kevin to check their membership status. Maybe the MAD group could take a more proactive role in stressing the requirement to be a member to the cast and crew. Jenny and Kevin think that all under 18 cast members should be Junior members, which is free.

JC has asked that previous members of the cast and crew should be invoiced for their membership.

Fundraising Events

Funds raised though a private birthday party to be donated to SAC

Christmas entertainment

Grotto for 3 weekends at Orchard Park

Refreshments on Snowdrop Day

Blashford Snell coming to talk on 24.03.17

Phoenix Room Orchestra will do a similar evening to Spoonfed, possibly afternoon tea in the town hall.

11.	<p>Chairman's Business Public Face of the Arts Centre Gallery looks very smart and the Box Office, Foyer and stairs looks less so. Agreed that the same decorators could be approached for Box Office, landing and stairs. Toilet issues discussed.</p> <p>Our sponsors Proctors and Rutters have signs on outside window, occupy a half page each in our main programme and show programmes and would like to be featured on the website and the film society trailer</p> <p>Photocopier People must log their use of the photocopier and tidy the room after use. Could the photocopier be re coded to ensure different departments are allocated costs. Front door must be locked at the bottom.</p>	
12.	<p>AOB: Keys lost from Friths</p>	
13.	<p>Date of Next Meeting</p> <p>20th November 2017</p>	