

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held on 18<sup>th</sup> June 2018

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

**Others:** Val Baker, Geoff Spencer

No.	Subject	
1.	<b>Open Session: None</b>	
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> 5. <b>Coffee machine</b> we need to sell about 15 more cups each week. Contract will be examined for 'get out clause'. 7. SAC has acquired a new photocopier, thanks to Geoff. Paul knows how it works. Amber will set up specific printing types e.g. programme booklets 11. Lights and signing in board still needs to be used regularly and consistently. 11. (i) Search for volunteers to manage bar and ice cream continues. 11. (ii) Liaison with Maggie now undertaken to ensure accuracy of reporting for BVM.	GS
5.	<b>Treasurer's Report:</b> Geoff had previously emailed the treasurers report to the Directors. Directors considered the report and there were no questions. <b>Budgets</b> GS has not seen budgets for current planned performances. To be brought up with Music and Drama group. GS felt budget should be shared with board. The costs on budgets are usually in line with actual expenditure. Board need budgets well in advance in order to approve spending. 3 months was suggested. Board need to know what the royalties are in advance to be able to decide ticket prices etc. In addition to this cost implications for external bookings need to be discussed by Board before hiring. <b>Churchill retirement</b> have not responded to communication regarding invoice. <b>Ward Goodman</b> have requested a testimonial from us to put on their literature. AH suggested that they could list us as a client but we couldn't contribute a testimonial at this time. Dorset Charities conference on 5/7/18. Invoice from Proctor Watts Cole Rutter to be paid. KH asked if we could cancel old credit card processing account. GS responded yes but that there may be an overlap of a short time. Questions ensued regarding this. Credit call is now receiving the income.	SC  JP
6.	<b>Live Streaming</b> RL has received a revised quote from OMNEX which is now circa £6,000. This does include all the equipment but we use our own projector. Need for new central speaker. Discussion ensued regarding equipment RL has not proceeded with distributor but is investigating different options. AH looked up a list of last season's screening from 'More2screen' Town council are donating £4,000. JP has also applied to Hall and Woodhouse. JP has investigated applying to Tesco to participate in the token system. KH has offered to help RL.	RL  JP
7.	<b>Phase 4 Update</b> JP has met with Richard Neale, architect who has suggested that we start the building	

	to create the foundations and a flat area level with the stage. JP has spoken to Louise Plumridge who is now working for herself and thinks that there are other grants around that are not lottery based and would be willing to work on our behalf.	
8.	<b>Pricing meeting.</b> A pricing meeting is needed asap. Prices to go to AH by 29 <sup>th</sup> June 2018. Meeting needed before this. Pricing meeting @ 10am Friday 29 <sup>th</sup> June 2018	JP
9.	<b>Reports</b> <b>Gallery</b> Cupboard has now been sorted out. Thank you to Kate, SC and JC. Various electrical items to be sorted by relevant people. KH to contact. 2019 booking fees coming in and about half reserved for 2020. 2019 is Portrait of Shaftesbury and Historical Society to be approached to work with the Gallery. Pavement sign now in situ. <b>Buildings</b> Other cupboards to be sorted out in August. One side of front door masonry has been tidied up. The boilers have had their annual PPN. Fitting new PCB has been completed. Boilers now working. <b>Membership</b> KH produced report figures largely unchanged. We are mostly covered on GDPR <b>Fundraising</b> 1 <sup>st</sup> Sept pop up café October people to bring in unwanted pictures to put in foyer and sold. Miniature scarecrow competition voted for by SAC visitors followed on harvest Lunch Sunday 4 <sup>th</sup> November 2018. Cabaret on 7 <sup>th</sup> December	KH
10.	<b>Chairman's Business</b> <b>Audience figures</b> Audience figures have been very good recently. KH was requested to take figures from OSCAR <b>Emergency Numbers</b> Jerome, and VB numbers to go on door <b>Gold Hill Fair</b> JP taking a stall to Civic day to advertise SAC on Thurs 21 <sup>st</sup> June in afternoon. There will also be a stall at Gold Hill Fair Sunday 1 <sup>st</sup> July. This is open for anyone to advertise. <b>Fringe Judging</b> Would SAC members be prepared to judge Fringe events that appear at SAC?	
	<b>AOB:</b> <ul style="list-style-type: none"> <li>• Shirley Allum fashion show Wednesday 19<sup>th</sup> September. Once sold 2/3 of tickets it will open up for the evening. 20% to go to SAC.</li> <li>• Lester Taylor has been chosen to be Town Council rep for SAC again.</li> <li>• Data sheets for chemicals should be kept next to cleaning equipment.</li> <li>• Pete Ryley is remaining as company secretary.</li> <li>• SC and JC need to change address on Companies House website.</li> <li>• First 2 weeks of August foyer is to be painted.</li> <li>• Contacted by Shaftesbury School who would like to put on production of a Midsummer Night's Dream. JP would like confirmation of what we could offer in terms of pricing.</li> </ul>	
	<b>Date of Next Meeting</b>  <b>16<sup>th</sup> July 2018 at 6:30pm</b>	