

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 15th April 2019

Directors Present: Jenny Parker (Chair), Sue Cadmore, John Cadmore, Caroline Hughes, Alex Chase, Rosie King, Karren Burkett, Amber Harrison, Kevin Harrison

Others: Geoff Spencer, Val Baker

No.	Subject	
1.	<p>Open Session Marketing Committee Presentation Sophie Lester and Jeanette Hardiman of Arts Centre Communication Team presented on the work done so far. This included working with Music and Drama Productions, Fundraising events and they are looking to work alongside gallery. Points covered included surveys completed, establishing online/social media presence along with working to make this more cohesive, and working with traditional media. Amber will assist in having the marquee printed with the SAC logo to improve SAC presence at events such as Gold Hill Fair The directors are very happy for the team to continue their work and Amber Harrison proposed a vote of thanks.</p>	AH
2.	<p>Apologies for absence: Richard Lloyd, Sandra Trim, Ruth Drewett</p>	
3.	<p>Approval and signing of minutes: The minutes were approved and signed</p>	
4.	<p>Matters Arising: 7 Where groups need to use the photocopier, the cost will be charged to that group's activity. 9 KH has "volunteered" to put banner up in foyer. 10 Kate Saker from dementia awareness will speak to the directors at the next Open session Additional – Sophie Lester will be attending a Directors' meeting to speak about safeguarding in the coming months</p>	KH JP JP
5.	<p>Treasurer's Report GS circulated the Treasurer's Report. Surplus to date sufficient to cover loans etc plus reserve for lean months. No room for complacency but ok so far. Renewal terms for insurance sent to directors. Query over value of portable property @42k - Do we need inventory? JC says Andy Burton does PAT testing so should have a list of items he's testing. Three years ago brokers came to go round property on changing of supplier. Next year this will need to be updated following building work. New gas boiler required. Issue of parking costs – 20 permits of paid for parking over pantomime matinees. This is not as per previous years and should not have been authorised. We will not pay for parking for people in future (special cases may be negotiated). To be added to production guidelines. Issue raised with room bookings due to issue over pantomime rehearsals. No last minute MAD changes should be accepted in future. This will also be passed on to the MAD committee for advice to directors and producers. Youth theatre – refund agreed for £6.50 tickets to Spamalot to now be £5</p>	JC AC AC JP

	<p>of issues and requirements due to his role with the scouts. All those running the Youth Theatre need DBS checks as a matter of urgency. These should be done through SAC and not everyone currently has one. Update; Ruth will arrange for forms to be given to those concerned.</p>	
11.	<p>Date of Next Meeting 13th May 2019 at 6.30pm</p>	