## **Shaftesbury Arts Centre**

## Minutes of Directors' Meeting held on 18th November 2019

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

Others: Geoff Spencer,

No.	Subject	
1.	Open Session	
١.	None	
	None	
2.	Apologies for absence: Richard Lloyd, Val Baker, Sandra Trim	
3.	Approval and signing of minutes:	
٥.	The minutes were approved and signed	
	The minutes were approved and signed	
4.	Matters Arising:	
4.		
	5. Jerome had confirmed that he was happy to continue supplying wine for the	
	Gallery Private views at cost.	
	10. Complaints, JP and GS will be meeting with Nic Griffin about Senior films issues.	
	JP has responded in writing to those who complained about our hosting the Psychic Medium evening.	
	Mediani evening.	
5.	Treasurer's Report	
٥.	Adjusted costs for general operations for Sept and Oct was over £31,000	
	Net operating loss for Sept and October of £2,733, which included cost of replacing	
	boilers.	
	Issues regarding payment for Robert Harbermann have been resolved.	
	Fundraising income Total of £5,898 this year.	
	239,000 raised for capital spend. £38,000 available for future projects £5,000	
	dedicated for disabled lift.	
	For specific details please see report. Accounts have gone to auditors.	
6.	The Way Ahead	
0.	Postponed until after next Monday meeting 25 <sup>th</sup> November @7:30pm	
	Posiponed until after flext worlday fileeting 25° November @7.50pm	
7.	Marketing	
	2 <sup>nd</sup> December 2019 is the deadline for the next programme.	
	We need someone to take on marketing when Amber stands down.	
	Cost to buy current publisher packaging would be £50 per month, licence for 1	
	laptop etc. and would need considerable expertise and training.	
	AC suggested first refusal should go to marketing team.	
	AH has requested a meeting with the marketing team.	
	AH has a possible contact who would design the programme.	
	Several people would be able to manage Facebook pages.	
	Need to establish role of Marketing group. What is mandate, are they marketing only	
	what they are asked to or everything that is happening in the Arts Centre?	
	mat and a do do do do over jaming that to happening in the 7th do don't do	

8.	Dance Studio Opening Day 11th January 2020.	
0.	Dance studio demonstration sessions during the day, Panto set open for viewing	
	including costumes.	
	Opening ceremony at 12 noon Invitations to be sent to all people involved in build	
	including fundraisers, Phil Proctor, builders etc. SC agreed to organise	
	refreshments.	
	AC would be happy to work with JP.	
	Dance studio has been used this week, Comments that it 'is a fantastic space' and	
	the 'mirrors are amazing'. Harlequin floors have been employed to finish floor, which	
	will be completed on 11 <sup>th</sup> December. No furniture or outside shoes allowed in studio.	
0	SC suggested obtaining a portable keyboard for use in the Dance studio.	
9.	Other reports	
	Gallery Suggested raise in face from \$120 to \$120 per week or \$220 to \$220 for two weeks	
	Suggested raise in fees from £120 to £130 per week or £220 to £230 for two weeks.	
	KH suggested r £220 -£240. The foyer to go up from £35 to £40 per week.	СН
	Ask Kate to inform KH of starting date. Directors all agreed the price raises Kate suggested keypad code is changed.	
	Membership	
	Serious fall in membership. KH to examine reason why. Discussion ensued	
	regarding growing the membership.	KH
10.		
10.	Letters Received	
	Letter received from Rutters with donation of £2000 "in recognition of the valuable	
	contribution the Centre makes to Shaftesbury and the community at large".	
	£5,000 has been received from Shaftesbury charitable Trust; "we are all conscious	
	of the tremendous effort of your volunteers to raise funds and are aware of how vital	
	the Art Centre is to the life of Shaftesbury".	
	Succession Planning	
	Who is next in line for various roles in the Arts Centre? i.e. room hire, Chairperson,	
	we must avoid having a void in roles.	
	GS suggested writing a job description each.	
	Kate has written a job description for her role at the Gallery.	
4.4	AOR	
11.	AOB  Book Festival: Friday Film has been swapped for well-known author. RK asking	
	for reduced rate for the theatre to support a new venture in Shaftesbury. Tickets will	
	be sold. AH in favour as it would be a very good way of advertising all the work of	
	Arts Centre. Directors suggested10% discount on current fees, and all voted in	
	favour.	
	Meeting for the Way Ahead next week on 25 <sup>th</sup> November 2019	
	modaling is: and tray randad north mode on 20 Trovollisor 2010	
	Date of Next Meeting	
	20th January 2020 at 6.30pm	