

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held on 18<sup>th</sup> December 2017

**Directors Present:** Jenny Parker (Chair), Sue Cadmore, John Cadmore, Caroline Hughes, Richard Lloyd, John Pierce, Pete Ryley, Sandra Trim,

**Others:** Val Baker

No.	Subject	
1.	<b>Open Session:</b> none	
2.	<b>Apologies for absence:</b> Ruth Drewett, Amber Harrison, Kevin Harrison, Rick Longfoot	
3.	<b>Approval and signing of minutes:</b> Minutes of the last meeting were approved and signed.	
4.	<p><b>Matters Arising:</b></p> <p>4.i)Evacuation chair has arrived and ST is organising training for January.</p> <p>4.ii)Buildings Committee have arranged for gap above ceilings in the refuge area to be blocked by TT and SP.</p> <p>7.The recommendations of PR, KH and GS to remain with Global Payments at their reduced transaction rates, and for Savoy Systems to obtain and install the required card reader terminals were approved: PR/KH/GS to action.</p> <p>9.i)The ivy on the west wall and roof of SAC is to be addressed in February/March once our neighbour has agreed to JCP's request.</p> <p>9.ii)JC is to follow up re- the boiler, doors and keys.</p> <p>9.iii)CH is to follow up re decorating quotations.</p> <p>9.iv)JEP/ST to follow up re- Film Society evacuation procedures, and Rob White to be asked by the Building Committee to carry out the required annual review of the health &amp; Safety Policy and procedures.</p> <p>9.v)JEP to encourage Film Society to proceed with training D Silverside as new projectionist.</p> <p>10.SPocock is happy to work with Bristol Old Vic re timing etc.</p>	<p>ST JC</p> <p>PR/KH</p> <p>JCP</p> <p>JC CH JEP/ST JC</p> <p>JEP</p>
5.	<p><b>Treasurers Report:</b></p> <p>The Quickbooks accounting system shows ticket sales for future events in income, but does not include most show/event invoices (e.g. the % of ticket sales to be paid to performers) because they arise after the show/event. Left unadjusted, this would greatly distort the financial report from the accounting system so the income and any costs already incurred for such shows have been deducted from this report.</p> <p>Adjusted income so far this year totals £32,896 with costs of £18,500, thereby generating an adjusted surplus of £14,396 for the year to date.</p> <p>Churchill's have agreed to sponsor the distribution costs of the next 6-monthly programme: PR to ask GS to raise an invoice.</p>	<p>PR</p>
6.	<p><b>AGM</b></p> <p>First group reports are coming through and a reminder is to be issued.</p>	<p>PR</p>

7.	<p><b>Programme Progress</b> The deadline for submissions has now passed: the final details (for the Abbey's spring lecture) are now being processed.</p>	
8.	<p><b>Front of House</b> (Dealt with under Matters Arising)</p>	
9.	<p><b>Reports</b></p> <p><b>Buildings</b> R Lloyd is to review potential efficiencies in the use of SAC's storage areas particularly the Materials Store and the Proctor Room. CH now has 3 quotations for re-decoration of the Gallery and Foyer, etc and will analyse them and make a recommendation to the January Board meeting.</p> <p><b>Gallery</b> K Pickard provided a written report of Gallery plans (eg Welcome 18) and progress, commenting specifically on Z McQueen's successful efforts at attracting customers into her exhibition. CH again raised the issue of cleaning in the Gallery: discussion recognised the additional workload arising from the increasing footfall throughout SAC. JCP is to talk to the cleaner to see whether more hours or a helper might assist in resolving the issue (recognising that additional costs may ensue).</p> <p><b>Membership</b> KH provided a written membership report.</p> <p><b>Fundraising</b> SC reported on the success of the Christmas Cabaret (raising c.£400) and Santa's Grotto at Orchard Park where £1,267 was raised: JCP is to write to thank the director of the Cabaret and the manager of Orchard Park.</p>	<p>RLI CH</p> <p>JCP</p> <p>JCP</p>
10.	<p><b>Chairman's Business</b> Myra Wood wishes to retire at the year-end as Head of Wardrobe: Liz Carruthers is to take over. JCP is to organise a thank-you from individual directors (hence without setting any precedent).</p>	
11.	<p><b>AOB:</b> The Pricing Group will meet (in time for any change to be reflected in the September issue of the programme) to review potential ticket price increases and incentives for early ticket purchase. The Board agreed to a request from PR that Ward Goodman be invited to the next Board Meeting to present the Annual Accounts: PR to action.</p>	<p>KH,PR, JCP,GS</p> <p>PR</p>
12.	<p><b>Date of Next Meeting</b> <b>15<sup>th</sup> January 2018</b></p>	