

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 20th November 2017

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

Others: Maggie Pierce

No.	Subject	
1.	<p>Open Session: Keri Jones, who put together our entry for the SP7 directory, would like to join our growing Marketing Team, working from different angles and possibly helping to seek advertisers. Background in small rural radio, now travels has helped with advertising and marketing for SP7 guide. Happy to deal with press and to sell advertising. Brief discussion regarding increasing footfall for the gallery. Posters needed for local shops. Keri to help Maggie on PR; need for a list of PR contacts. Keri will be listed with Maggie under 'Press and Media'.</p>	
2.	<p>Apologies for absence: Val Baker, Rick Longfoot</p>	
3.	<p>Approval and signing of minutes: Minutes of the last meeting were approved and signed.</p>	
4.	<p>Matters Arising: 4.7 It costs around £5,000 to produce each programme so it wouldn't be cost effective or time effective for Amber to produce 3 programmes. It was decided to continue with 2. Evacuation chair: we need to have the evac. chair and 2 people trained to use it who will cascade the training to other front of house volunteers. This was approved at a cost of £1200 inc. VAT. Discussion ensued regarding the coffee machine. Gap above ceilings in the refuge area to be blocked by buildings committee. 3 Father Christmas volunteers have come forward. 7. Timetable has been sent round for the AGM.</p>	JP
5.	<p>Treasurers Report: PR presented the treasurer's report. Key points: The system's records include ticket sales for future shows and 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. An adjustment has therefore been made to reduce the income for such shows by an estimated % to reflect the as yet unrecorded costs. (We do this rather than increase the costs, because the Arts Centre is acting as agent for the performers and will only show in its published accounts the net amount due to the Arts Centre.) Pete answered questions pertinent to the accounting system. It costs £1500 each week to run SAC.</p>	

	<p>Room hire continues to generate good levels of income (for no cost): £3,726 so far this year. The Gallery also continues to generate income (for almost no cost): a net of £3,304 so far this year. External Bookings have had their ticket sales income adjusted as described above, resulting in an apparent surplus to date of £1,490. Film shows so far this year made an apparent surplus of £374, but screen licencing invoices have not all been received yet, so this will reduce. There is now provision on Oscar for Ice Cream Sales and bar sales to be attributed to each show.</p>	
6.	<p>AGM First few group reports are coming through.</p>	
7.	<p>Credit Card Machines Alternative Credit card machine sales offered a much better deal i.e. halving the costs. PR read contract and there were inconsistencies in the contract so PR has concerns about changing to this company. Savoy systems have informed us that Card companies are bringing in new regulations so we need to update the card reader asap. Machine in the gallery meets regulations. We use Global Payments currently. We need to ask Savoy systems which they support. PR to do this KH to be copied in.</p>	PR KH
9.	<p>Reports Buildings Andy Kavanagh can look at roof this week to assess the accessibility of the roof. It is in process.. There is a heating problem 1 boiler fails regularly due to pressure drop. Whole system needs to be reviewed. KH suggested a sealant. JC is in process of getting double doors replaced into the Phoenix room. Keys from Frith missing again cost is £18. JC suggests we withdraw keys from Frith with the exception of the Box office and the Gallery. The window bars are up, leaf design prevents bending of the bars. The gallery will be decorated after Christmas. Caroline has managed to get 2 quotes to carry out the work for redecoration of Foyer and stairs. 1. Paul B. £1,345 2. David W. £4,100. Quotes very different and approached in a different way. Caroline needs 1 more quote. This work could be carried out in the summer.</p> <p>Film Society Front of house staff training needed for children's films. They would like an opportunity to ask questions regarding the Fire procedures. JEP will organise a group to be briefed on front of house issues. Need for trainee projectionists. Note to go in Box Office regarding volunteers. Approached by Shaftesbury fringe who would like to use film facilities</p> <p>Gallery With three more exhibitions to go before the end of the year [including St Mary's School], gallery team are just about to send out the invitation to our Showcase Exhibition – Welcome 18, to all those exhibiting during the next twelve months. Followed immediately afterwards by the Snowdrop Exhibition.</p> <p>Membership KH presented membership report. All participants in production are now members. Rutter and Proctor are now on the front page of website. Mary Jess Leaverland tickets:- some confusion with her own co. selling tickets. JC asserted that M and D were very proactive in encouraging people to join SAC.</p>	JEP

10.	<p>Chairman's Business</p> <p>Sandy Cuff's 70th birthday party. Donating around £1,000 to SAC. Photo is going to be sent to BVM.</p> <p>Rick trying to organise Bristol Old Vic but only week they can come is first week of summer set build. SC suggested it is to be considered by director of the show and the set builders.</p>	
12.	<p>AOB:</p> <p>Card machine on the coffee machine does work.</p> <p>Posters on boards are very attractive but information is hard to see. SC is going to suggest that posters are simplified for future productions.</p> <p>General Data Protection Regulation we need to be aware of it. AH is to investigate and report to Board in January.</p> <p>PR recommend we put £80,000 into a CAF savings account offering 1.3%. PR suggests we have 2 out of 3 signatories. This was agreed. No charges on savings account. JP, CH, AH and PR have offered to be signatories.</p>	
13.	<p>Date of Next Meeting</p> <p>18th December 2017</p>	