

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held on 18<sup>th</sup> March 2019

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

**Others:** Geoff Spencer, Val Baker

No.	Subject	
1.	<b>Welcome and Introductions. Election of Chairman and Vice Chair.</b> JP elected as Chairman. AH proposed, ST seconded JC elected as Vice Chair. KH proposed, JP seconded	
2.	<b>Open Session</b> None	
3.	<b>Apologies for absence:</b> Richard Lloyd.	
4.	<b>Approval and signing of minutes:</b> <b>The minutes were approved and signed</b>	
5.	<b>Matters Arising:</b> 5(i) Prices of films and MAD need to be revised before the next season. 5(ii) KH actioned request to limit auditorium seats for films to 150 to keep us in lower PRS bracket 5 (iii) programme distributors needed, list in Box Office 7(i) Arrangements for storage of DW equipment and tidying after M&D rehearsals outstanding. 7(ii) Installation of timed lights not practical. 9. VB requested help with fringe bookings for next year.	JP
6.	<b>Structure of Board</b> JP circulated list of jobs, which need to be carried out by Board. JC added link with tech and centre stage. KB additions are watering the plants and linking with the art group. SC to link with youth drama group. AC to link to M&D Also interested in helping with Live Feed and linking with town council and new unitary authority. CH will link with Gallery. RK will link with poetry and circle dance VB added calendar and ice creams.	JP
7.	<b>Treasurer's Report</b> GS circulated the Treasurer's Report. The surplus to date covers the purchase of assets and repaying the loans. Live streaming equipment has been purchased. Report identifies what each group is generating towards the business. Fund raising is doing very well. Balance of money £173,000 for building project. GS raised Swan's Trust printing bill. GS questioned who has authority to spend money and is there a policy regarding this? In house printing should be done whenever possible. Paper waste should be avoided. Paper should be ordered through treasurer. JP will contact Film Society to discuss surplus film reviews. Photocopies will be charged to groups. One PIN per group which uses it should be sufficient.	AH

	<p>Policy regarding non advertising of other events should be adhered to.  VAT: - GS produced a discussion document regarding VAT implications. SAC comes under £75,000 income at present, so we don't have to register. In future we are going to have high expenditure and high VAT costs. It has been suggested that we register for VAT so that we can claim VAT back. As soon as we do this, we must pay VAT on VATable income i.e. Gallery commissions, some room hire. We would then lose £5-6,000 per annum to government. We could claim back VAT on some expenditure but not all. If we were to register for VAT, we would lose money. We would have to put up charge rates to counteract this.  GS recommended that we didn't register for VAT yet as once registered we couldn't de-register. When we need to spend more money on new build, we can decide to register then. SC proposed that we agree with GS proposal and JP seconded it.</p>	
8.	<p><b>Other Reports</b></p> <p><b>Buildings</b>  Disabled toilet door has been repaired. Box office door mended by locksmith. Door solution found for Phoenix room.</p> <p><b>Fundraising</b>  SC thanked Rosie for very successful Marmafest. Fabulous atmosphere and raised profile of SAC. RK thanked ST for all her help. It made around £500. Next event is the 'gifting' weekend, come along have free tea and cake and raffle and make donations on 13<sup>th</sup> and 14<sup>th</sup> April. Cream teas on 18<sup>th</sup> May. Open gardens on 23<sup>rd</sup> June.</p> <p><b>Gallery</b>  Peter Gardener exhibition a great success.  Present arrangement for washing up cups and glasses in washbasin unsatisfactory. Kate working with Cliff Skey to fix a sink under the tap in the gallery back office.</p> <p><b>Grants</b>  Louise Plumridge is assisting SAC with obtaining grants. A SwansTrust fund will pay initial fee. Louise will ask for 5% of grants received up to £100k (but 2% of larger grants)  JP contacted by ACE to say we would now be eligible to apply for a Small capital grant of up to £500k as restrictions had been lifted. If unsuccessful we can still apply for the project grant.  We have received £2,000 from Tesco and now need to fill in project completion report to be able to apply for a bigger grant from Tesco.  Harlequin floor costing £5,000. JP seeking grants for this. We will also try to get sponsorship for the wooden floor.  Hall and Woodhouse now open for grants for £300 - £3,000. Suggestions needed for focus for these grants. Town Council soon open for applications for grants. JP also applied for the Shaftesbury Charitable Trust. SC suggested something for Youth Group.</p> <p><b>Live Streaming</b>  Satellite dishes and receivers have been installed, surround sound set up. Team needed to set this up. Ideas were suggested. KH trying to set up in a simple way. Next hurdle is to decide what to show. Can't take a contract as we don't know when theatre available at present. KH discussed possibilities. Need for volunteer technical co-ordinator</p> <p><b>Membership</b>  Membership has gone up recently due to increase in junior members. KH produced figures to show how tickets are sold. i.e. through internet or direct from box office etc. ideas discussed to increase membership.  This will be placed on next month's agenda.</p>	

9.	<p><b>Communications</b></p> <p>JP suggested cascading information to groups. Once every 3 months opportunity for people to come and ask questions at the Board meeting. Suggestions Box would be a good way of asking questions and offering suggestions to Directors.</p> <p>Banner needs to be kept up in the foyer.</p> <p>JP to let groups know who is representing them on the Board and will send minutes</p>	JP
10.	<p><b>Chairman's Business</b></p> <p>A representative from Dementia Awareness is interested in talking to directors.</p> <p>Lesley Evans is moving away after 10 years in the Box Office. We will hold a celebratory, shared lunch in the Phoenix room after her last morning on 2<sup>nd</sup> April.</p> <p>Jeanette achieved four articles in the BVM last week.</p>	
11.	<p><b>Questions from new Board members</b></p> <p>AC is keen to contact the library to begin to work more closely.</p> <p>RK informed the Board that Mark Boyden from M&amp;D died recently.</p> <p>RK will send a card from MAD.</p>	
	<p><b>Dates of Next Meetings</b></p> <p><b>15<sup>th</sup> April 2019 at 6:30pm</b></p> <p><b>13<sup>th</sup> May 2019 at 6.30pm</b></p>	