

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 13th May 2019

Directors Present: Jenny Parker (Chair), Ruth Drewett, Sue Cadmore, John Cadmore, Sandra Trim, Caroline Hughes, Alex Chase, Kevin Harrison, Richard Lloyd

Others: Geoff Spencer, Val Baker

No.	Subject	
1.	<p>Open Session Kate Saker and Lizzie Kingsbury from the Alzheimer's Society to introduce a project to make Shaftesbury a Dementia friendly town. Increase understanding of dementia create 'Dementia friends'.. 5 key messages. Awareness needs to be raised within different groups in Shaftesbury. SAC is a key group and a series of events can be run for as many volunteers who would like to attend. The forget me not logo could be displayed in the Box Office. Group sizes of between 15 and 20 would be ideal. Discussion ensued regarding practicalities of the information giving sessions. Jenny to arrange a session.</p>	JP
2.	<p>Apologies for absence: Rosie King, Karren Burkett, Amber Harrison,</p>	
3.	<p>Approval and signing of minutes: The minutes were approved and signed.</p>	
4.	<p>Matters Arising:</p> <ul style="list-style-type: none"> 1. Marquee not yet printed with logo. Valance to be purchased with logo. 4.(7) Photocopying access doesn't yet apply to all groups. Board decided to leave access to a smaller number of people 4. (9) Kevin has erected banner. 5 (i). New gas boiler required. <ul style="list-style-type: none"> (ii). Rick will attend pricing committee. (iii) Fixed price needed for photocopies not yet decided on price. Very rarely are charges raised for photocopying. (iv). Laborious job to name electrical equipment as it is numbered at the moment. GS mentioned that a brief list and replacement value of as many of the bigger items would be ideal. It is for insurance purposes.KH to check definition of 'portable' in insurance terms. 7(i). A report has not yet been submitted for heating system. <ul style="list-style-type: none"> (ii)£3187 is total for the 'Just Giving' initiative, there will be some tax to be returned. (iii) Recent exhibitions have been very successful in the Gallery. (iv) Signage for Gallery still in process. (v) All information passed on to MaD group by AC. 8. Sign to remind audiences not to film etc. during. 10. RD to contact Sophie Lester regarding DBS checks. 	<p>AH</p> <p>KH JC</p> <p>SC RD</p>

5.	<p>Treasurer's report: GS presented Treasurer's report. A good month in April and May also looking good. KH has a spreadsheet to show takings from all MaD productions. Spamalot banner has not been paid for. Bohemian Rhapsody net amount £710. Not £1000 as shown on board. 21.5.19 electricity to go off for 30 minutes as smart meter not working. Between 12pm and 4pm. Please can Box Office computer be turned off properly. VB mentioned that it will be the Seniors film so could the date be changed? 28.5.19 would be better GS to email when he knows for sure. VAT: - meeting with VAT advisor to look at sources of income and choices available. If we register for VAT, it will cost about £7000. Two other options, (a) make more income subject to VAT then we can claim a larger amount of building VAT, we would have to pay some of trustees (Directors) (b) make lettings and MAD productions vatable GS and PR to discuss the different options. Once we have decided we can't revert back to no VAT status. If we left it for 7 years we might be able to. It is a very complicated. Net surplus of £30,000 in 8 months. Up around £8,000 on same period last year. JP thanked GS for the amount of hard work he has put in the investigate VAT status.</p>	GS
6.	<p>Other Reports: - Marketing report presented to Board by SL. Long and detailed, thank you very much. They are doing a fantastic job. JP agreed that each production should have a marketing rep. Keen for posters to look professional and contain all relevant information. Directors have given a vote of thanks for marketing team. Live streaming:- RL explained that if you don't charge people for terrestrial TV transmission it is not necessary to have a separate licence (but a standard TV licence is required). Finding spaces for 'live' performances will be difficult so we will probably have to rely for the main part on recordings. Directors thanked all people involved in Live streaming and surround sound installation.</p> <p>Thank you to AC for sending MaD minutes.</p> <p>Gallery:- Portrait of Shaftesbury exhibition starts on 25th May until 9th June 2019. Directors asked to attend preview if possible on 24th May 2019.</p> <p>Membership:- KH presented membership report.</p> <p>Fundraising:- Cream teas, pop up café during fringe and open gardens coming up.</p>	
7.	<p>Archives:- Kate willing to do Archives but not prepared to go on with present archives as not sent information that she wants, programmes, cast list and photos from MaD. Historical archives she can do as when she able. Marketing group should now be able to support this.</p>	
8.	<p>Phase 4a Preparations:- 5 firms invited to tender, 2 have dropped out and results will come in very soon from the remaining 3.</p>	

9.	Chairman's Business:- St John Ambulance Mental Health, Wellbeing courses are offered. We will concentrate on Dementia Awareness at present. JP has suggested that she needs an assistant for light secretarial duties. Anyone who is interested please contact JP.	
10.	AOB:- KH asked for programme information. CH we use a lot of plastic cups we should look at recycling and reducing waste.	
	Dates of Next Meetings 17th June 2019 at 6.30pm	