

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 17th February 2020

Directors Present: Jenny Parker, Sue Cadmore, John Cadmore (chair) Caroline Hughes, Rosie King, Karren Burkett, Kevin Harrison, Alex Chase, Sandra Trim, Richard Lloyd

Others: Geoff Spencer, Val Baker

No.	Subject	
1.	Open Session None but JP expressed thanks and congratulations to all involved in the Pantomime, which has received much acclaim. Particular thanks to SC the producer.	
2.	Apologies for absence: Amber Harrison, Ruth Drewett.	
3.	Approval and signing of minutes: The minutes were approved and signed	
4.	Matters Arising: 6 Marketing group hope to come to the April meeting. 7 Local Radio training. Each director was asked to contact the group they represent to find a volunteer willing to be trained for podcasting for the This Is Alfred Radio Station. This will be an excellent way of getting information about the Arts Centre out to the community. Alex Chase is the initial contact.	
5.	Treasurer's Report The treasurer had sent out his report to all members in advance. There were no questions. The treasurer reported that only two members had responded to his email request to approve the accounts. He felt that each member should have responded even if only to say they did not understand. Item 6 was therefore to approve the Annual Accounts. All members present approved the accounts.	
6.	Reports Verbal Gallery report that all was going well and that the team had been very busy with Welcome 20 and the very time consuming Snowdrop Exhibition. Both had gone well. KH reported that one member of the Pantomime cast had still not paid their membership. SC would chase this and JP to write a letter to be sent if necessary.	SC

	<p>Live Streaming have received dates from the National Theatre and will discuss these with M&D to ensure there is no clash with rehearsal time.</p> <p>JP was asked to find out when Gerrard Matthews would be fitting a new drain. John Parker was thanked for clearing the blocked drains on a regular basis.</p> <p>There were no questions on other reports received</p>	JP
7.	<p>AGM</p> <p>Applications from two prospective trustees Jo Johnson and Jonti Grant were read and approved.</p> <p>Retiring trustees, Amber Harrison and Sandra Trim were thanked for their invaluable contributions to the Arts Centre.</p>	
8.	<p>Policies</p> <p>All our policies will be reviewed, and stored centrally in a lockable filing cabinet in the Box office. JP and SC will discuss safe guarding with M&D</p>	JP SC
9.	<p>Chairman's business</p> <p>Praise received for our online booking system 'Better than the Tivoli'.</p> <p>Complaint about children's behaviour in the audience at the Pantomime.</p> <p>Jonti Grant will be asked to record a message banning phones, videos and photography during performances.</p> <p>Jonti to be asked for advice on a suitable keyboard for the dance studio.</p> <p>Reminder to keep Box Office door closed at all times. JP to chase.</p>	SC SC JP
	<p>Date of Next Meeting</p> <p>16 March 2020 at 6.30pm</p>	