

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 15th January 2018

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

Others: Geoff Spencer.

No.	Subject	
1.	<p>Open Session: Jen Richardson from Ward Goodman gave brief presentation of content of accounts. Jen reported that there was nothing of real significance to report. She mentioned that it was a fantastic representation of all we had achieved and that no matters have come to Jen's attention that need to be reported to trustees. Jen explained key increases and decreases from previous year's figures. Still on course to pay off bank loans by 2023. There were no questions from the Board. The Board unanimously approved the accounts for year ending 31st August 2017. The accounts were then signed.</p>	
2.	<p>Apologies for absence: Rick Longfoot, Richard Lloyd</p>	
3.	<p>Approval and signing of minutes: Minutes of the last meeting were approved and signed.</p>	
4.	<p>Matters Arising: 4.7. Global payments: - new card terminal expected next month including contactless card facility. 4.9. (i) Ivy is on the East wall not the West wall. 4.9. (ii) boiler, doors and keys all ongoing. 4.9. (iii) Caroline presented details of three quotes from decorators. One significantly lower but didn't include materials. Board chose preferred quote and Caroline will inform him. 5. Churchills have paid invoice for programme distribution 9. Storage area to be sorted out in the Proctor room</p>	<p>KH JCP JC CH JC</p>
5.	<p>Treasurers Report: Adjusted income from General Operations (i.e. not fundraising) for the 4 months to 31 December was £38,069, whilst expenditures were £22,628 resulting in an apparent surplus for the year to date of £15,441. Fund-raising events and donations have generated £12,722 in the 4 months to date. Meanwhile, the general running costs for the Arts Centre stand at £18,309 for the 4 months to date. A fixed-term savings account has been opened with the Charities Aid Foundation in order to attract a better interest rate than is offered by high street banks.</p>	
6.	<p>Programme Progress Front cover redesigned. Contents page updated. Amber described changes. Demonstrated adverts. AH wants to ensure that there are not more adverts than content. Comments to be made by 19th January 2018. Extra 250 to be printed to go to Mere. Contacts checked. All that is mentioned in programme is already on website. Thank you so much to Amber for all her hard work to gather information and create programme.</p>	<p>AH</p>

7.	<p>Reports</p> <p>Film Society David Silverside is training as a projectionist. Evac training to be carried out over next few weeks.</p> <p>Membership KH presented figures for membership over past year. It can be seen that Membership figures have remained fairly static although Film Society membership has fallen.</p> <p>Gallery The Gallery has been repainted, including the store/kitchen area/toilet. It is getting ready for the Welcome 18 exhibition and the Snowdrop Exhibition in February. 2019 is fully reserved and 2020 already has some reservations.</p> <p>Fundraising Refreshments were provided for Jo Rutter's memorial service and family asked for a donation. PR mentioned how wonderful the refreshments were for the occasion. Snowdrop day refreshments will be provided. In April there will be a drop in coffee shop every Saturday. Colonel Blashford Snell is coming on 24th April 2018. The Lady killers and Paddington 2 films are being shown as a fundraising events in May.</p>	
8.	<p>Chairman's Business</p> <p>AGM: - all letters have gone out. 2 requests for information pack. 4 retiring by rotation: - Rick, Richard, Pete and Jenny are all re-standing.</p> <p>Donation of £50 in memory of Maureen Truscott received.</p> <p>Archives: - Kate would like to come to open session to establish what we would like from the archives.</p> <p>Box Office: - Jenny expressed concern regarding dwindling numbers in the Box Office and is seeking people to join the team with knowledge of the systems of SAC.</p> <p>Publication team:- is needed to ensure timely publication of flyers etc. for</p> <p>Fringe: - 3 bookings already. £20 for each show.</p>	JP
9.	<p>AOB:</p> <p>24th May GDPR comes into force. We need to be sure we understand how we are using personal data. We need a published data privacy policy and make sure it addresses data protection and privacy. Individuals need to understand what will happen to their personal information. Amber gave the Directors a comprehensive explanation. Archives need to be considered. Gallery bookings currently on individual computers need to be centralised. Amber explained One Drive (Microsoft) which gives terabyte of data. .</p> <p>Archaeology investigation: - planners need to approve in writing a suggested scheme of investigation. All Directors approved the draft plan of action.PR to submit via PWCR.</p> <p>Change of start time for meeting to 6:30pm.</p>	AH PR
10.	<p>Date of Next Meeting</p> <p>19th February 2018 at 6:30pm</p>	