

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held on 16<sup>th</sup> April 2018

**Directors Present:** Jenny Parker (Chair), Caroline Hughes, Ruth Drewett, Pete Ryley, Sue Cadmore, John Cadmore, Kevin Harrison, Richard Lloyd, Rick Longfoot.

**Others:** Val Baker, Geoff Spencer, Lester Taylor

No.	Subject	
1.	<b>Open Session: None</b>	
2.	<b>Apologies for absence:</b> Amber Harrison, Sandra Trim	
3.	<p><b>Election of Officers</b>  <b>Chair:-</b> Jenny Parker nominated by Richard Lloyd, seconded by Sue Cadmore  <b>Vice Chair:-</b>John Cadmore nominated by Kevin Harrison, seconded by Caroline Hughes  <b>Treasurer:-</b> Geoff Spencer nominated by Jenny Parker, seconded by Kevin Harrison  <b>Company Secretary:-</b> Pete Ryley nominated by Caroline Hughes and seconded by Rick Longfoot</p>	
4.	<b>Approval and signing of minutes:</b> Minutes of the last meeting were approved and signed.	
5.	<p><b>Matters Arising:</b></p> <ol style="list-style-type: none"> <li>1. Reminder that Kate would like archive material sent to her in electronic format</li> <li>2. JP to write and thank John Pierce</li> <li>4. (i).The ivy has been removed (ii).Caroline contacted decorator with the agreed quote (iii) Amber to simplify documents for prospective directors</li> <li>5. Jenny has made John Burroughs aware of all the costs involved with the Film Society</li> <li>7. Fringe. Only 2 spaces left. All shows listed on the website</li> <li>9. Still awaiting progress on A boards</li> </ol>	<p>JP</p> <p>AH</p>
6.	<p><b>Treasurer's Report:</b>  PR presented Treasurer's report. Seven months into the year. Income £66,000; just under £46,000 on usual expenditure. Surplus of £20,000. General price rise will need to be considered for Sept 2019.  Insurance to be continued.</p>	
7.	<p><b>Reports</b>  <b>Membership</b>  KH presented membership report to directors; numbers hover around 480 – 500  <b>Buildings</b>  Cracks in some of the asbestos in the roof. Likely that water is getting in. It could be repaired on a temporary basis. As soon as we know the status of the bid we need to decide the future of the roof. Leak over roof of the Rutter room needs to be repaired now. 3 quotes to be sought. Heating is causing problems. One boiler is out of order as it needs a printed circuit board. Wessex have discontinued the service contract without telling SAC. Both boilers needs servicing. Heating system around 50 years old. John listed all the disadvantages of this. New stone needed under the window at the front. Fire door needed on Rutter room. JC has these things in hand. Gallery radiator to be replaced.</p>	<p>KH</p> <p>JC</p>

	<p><b>Fundraising</b> The bring and buy coffee morning is growing in numbers and funds. £57 - £87. Pop up coffee morning to be provided for the Fringe. Coffee machine has had a few hiccups and is not yet making money but is very useful. Review of coffee machine to be added to next agenda.</p> <p><b>Global Payments</b> Policy from Global Payments has been received. GS waiting for confirmation from Directors before he proceeds. KH explained issues surrounding this to the board. KH mentioned First Data as an alternative company but there might be a penalty for ending the contract early. All Directors confirmed agreement for their information to be shared with Global Payments.</p> <p><b>GDPR</b> PR mentioned that GDPR comes into force on 25<sup>th</sup> May 2018. At that time we can approach any company which holds personal data and ask how they use that data. If we do not agree we can ask to be removed from their data bank. General and numerous GDPR issues were discussed related to Oscar. KH mentioned 'Office for small charities' which creates an online SAC space accessible by relevant parties. JP thanked KH and GS for all their hard work. AH would like to organise a meeting to discuss GDPR dates were discussed 27<sup>th</sup> May 2018 was agreed.</p> <p><b>Gallery</b> Gallery would like to increase prices from 2020 to £120 per week and £220 for 2 weeks. Directors discussed this. Some felt it could be more so PR suggested research of other prices at other galleries to ensure fair pricing. CH agreed.</p> <p><b>Room Hire and Bookings</b> VB suggested that commercial rate to increase to £50 from September. VB suggested removing 'reduced' rate for the theatre and keep commercial and private rates. Discussion ensued regarding this issue. Price rises will be put on next agenda.</p>	<p>SC JP</p> <p>GS</p> <p>CH</p> <p>JP</p>
8.	<p><b>Situations Vacant/New Directors</b> Director vacancy: - we need someone who is prepared to take over charge of buildings and to do capital fundraising. JP suggested we should actively head hunt appropriate individuals.</p>	JP
9.	<p><b>Volunteer Diaries</b> Volunteers have given numbers of hours that they have been spending on work for the SAC to JP.</p>	
10.	<p><b>Chairman's Business</b> <b>Housekeeping – lights, locking up, in-out board</b> Lots of things left undone when groups leave the building. Lights being left on JP suggested having lights on timers. Ladies toilet has timed lights. Checks must be made on leaving building. JC to put on building meeting minutes</p> <p><b>AGM</b> Poorly attended. JP suggested all groups to be asked to send a representative. A communication will be sent to all groups asking for a representative before the next AGM</p> <p><b>Praise for SAC</b> JP relayed instances of praise for SAC 'It is such a well-managed group'. Admiration for the way everyone works together 'Far easier to book with than The Exchange' 'Really made to feel welcome' (SC)</p> <p><b>BVM ad.</b> JP would like directors to look at BVM ad as it costs a £75 per week</p> <p><b>Live Streaming</b> RL would like to see 'Live streaming' happen. RL asked Directors views. SC</p>	

	<p>suggested that a certain no. of showings could be prohibitive. Discussion ensued. Some negotiation with Motcombe on timings would be needed. The cost is £11,000. All agreed that we should proceed.</p> <p><b>Tables</b> Very difficult to move tables from place to place in SAC as very heavy. Only have 3. JP suggested we bought another lighter table. If the cleaners equipment is moved from the gallery then the table could be stored there. To be discussed at the buildings meeting.</p> <p><b>Myra</b> Thanked Directors for the flowers she was sent.</p>	
	<p><b>AOB:</b> Pete Ryley resigned from the board due to his current large workload at the Abbey. He is happy to remain as company secretary. JP and the Directors thanked Pete for all his hard work.</p> <p><b>Health and Safety Policy</b> KH to alter names of Directors. Directors accepted and adopted Health and Safety Policy.</p>	KH
	<p><b>Date of Next Meeting</b></p> <p><b>21<sup>st</sup> May 2018 at 6:30pm - please note new time of meetings</b></p>	