

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 19th February 2018

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

Apologies: Richard Lloyd, Rick Longfoot, John Pierce

Other Attendees: Val Baker.

No.	Subject	
1.	<p>Open Session: Kate Pickard, Archives.</p> <p>Archives date back to 1951 when the first production had a cast of 9: productions nowadays often have many more in their cast.</p> <p>It takes Kate a lengthy time to upload show data on to the computer. Kate would like archive material to be sent to her directly from current and future drama productions in an electronic format. Amber explained that we could have an online database with a share point site.</p> <p>Kate asked us to think about who archives were intended for and how they should be accessed. She explained what is currently included and Jenny suggested that reviews could also be added. Amber suggested that audio files could also be added. Pete suggested that we add 'special events' such as the film days and certain exhibitions. GDPR will mean that people involved in productions will need to give permission for names and photos. Amber explained some more implications of GDPR.</p> <p>Jenny thanked Kate for all her hard work with the archives.</p>	
2.	<p>Board Membership:</p> <p>John Pierce has decided to resign from the Board as from the end of February: Jenny Parker will become the Film Society liaison.</p>	JP
3.	<p>Approval and signing of minutes:</p> <p>Corrections to minute 7:</p> <p>(i) Colonel Blashford Snell is coming on 24th March 2018.</p> <p>(ii) The Rutter family kindly gave a donation at Jo's memorial event even though they were not asked for one.</p> <p>Clarifications of minute 8.</p> <p>(i) The donation of £50 (in memory of Maureen) was a further donation.</p> <p>(ii) Fringe bookings are £20 for a single show, £15 for multiple bookings</p> <p>With these changes the minutes of the last meeting were approved and signed.</p>	
4.	<p>Matters Arising:</p> <p>4. (i) Ivy is being removed next weekend.</p> <p>4. (ii) Boiler issues remain.</p> <p>4. (iii) Caroline has contacted the decorator with the preferred quote.</p> <p>9. AGM. Information for prospective directors needs to be simplified and made more accessible. At present it is very lengthy and relatively complicated: Amber volunteered to review it.</p>	JC JC CH AH

5.	<p>Treasurers Report:</p> <p>PR presented his report. Treasure Island did very well but PR doesn't think that all costs are in. Close to £9,700 from ticket sales. KH mentioned that figures have gone down in the past few years when comparing post-Christmas shows.</p> <p>Film shows remain quite low in terms of ticket sales and number of members going to the shows. Average number of members attending is 65. Not selling the full 35 guest tickets for most shows. There are hidden costs from film society such as programme printing and postage costs. Issues surrounding lessening financial contributions of film society were discussed. Liaison (JP) is going to ask film society for ideas to increase their revenue for SAC.</p> <p>Finance group (JP, PR, GS and KH) met on 29 Jan. PR presented summary report of concerns of the group, the reasons for the concerns and the actions required with the expected results.</p> <p>The group decided that it would be better if all donations that are non-specific are put towards the general surplus funds until we can more accurately ascertain financial position at end of financial year; Directors ratified this decision.</p> <p>Directors also ratified the proposed price increase for advertising in the 6-monthly programme.</p> <p>SAC needs to reduce the running costs: the group will identify ways in which this could be done.</p> <p>JP suggested making a cancellation fee for artists who cancel booked shows.</p>	JP JP RL
6.	<p>Our image and volunteer diaries.</p> <p>It has been noticed that SAC is incredibly well run and many people do not realise that this is achieved entirely by volunteers. There is nothing in the front of house which states that SAC is entirely run by volunteers and costs £1500 a week to run. Amber suggested a twist banner with this information, she also volunteered to put this on the website.</p>	AH
7.	<p>Reports</p> <p>The coffee experiment Coffee sales during Treasure Island caused difficulty with the ice cream sales. An average of 3.4 cups of coffee per show. It wasn't really worthwhile.</p> <p>Membership Audrey Brockway has died. KH presented figures for membership comparing the month of January from 2016 until January 2018. Figures remain fairly static.</p> <p>Gallery Caroline enquired about heater for Gallery and JC has this in hand. 100 volunteer hours for the Snowdrop Festival provided by SAC. JP suggested that we charge them more next year.</p> <p>Fringe Val has 3 bookings that are paid for and another 5 that are in progress.</p>	JP
8.	<p>Chairman's Business</p> <p>Caretaking JP had met with Dave Wareham and requested some extra cleaning during the matinees and the Snowdrop day. They discussed workload, the toilets and the need to present a good face to the public. Dave was pleased to accept complimentary tickets for treasure Island.</p>	

	<p>Signboards refreshment Signboards getting a bit tatty. Geoff thinks we should replace them (estimated cost £100 per board): Directors decided that we should wait for another year.</p> <p>Keys A deposit could be charged to borrow spare set of keys from Frith's: KH suggested £20. At present no spare keys are kept at Frith's and the system seems to be working. It was agreed that we do not leave a set of keys at Frith's (except Gallery keys).</p> <p>Replacement keys to be paid for in future.</p> <p>Vice Chairman and Chairman will be voted for at the next Board meeting.</p> <p>AGM bar will be open and wine and soft drinks provided.</p>	
9.	<p>AOB:</p> <p>Acquisition of A-boards for the Gallery is proving tricky and is still in process.</p>	
10.	<p>Date of Next Meeting</p> <p>19th March 2018 at 6:30pm Please note new time of meetings</p>	