

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 21st May 2018

Directors Present: Jenny Parker (Chair), Ruth Drewett, Kevin Harrison, Richard Lloyd, Amber Harrison, Sandra Trim

Others: Lester Taylor

No.	Subject	
1.	Open Session: None	
2.	Apologies for absence: Sue Cadmore, John Cadmore, Caroline Hughes, Geoff Spencer, Rick Longfoot, Val Baker	
3.	Approval and signing of minutes: Minutes of the last meeting were approved and signed.	
4.	Matters Arising: None	
5.	Treasurer's Report: Geoff sent the treasurers report for the meeting. Directors considered the report and there were no questions. Coffee Machine SAC has 3 year contract for coffee machine. Directors noted that the coffee machine is not making money. It is losing about £60 each month. We need to sell many more cups. JP will investigate different options. Membership Fees Directors discussed raising the cost of membership fees. It was decided that membership fee rises will be postponed until next year. Rooms Hire Directors discussed and agreed the proposed price rises of room hire. KH and AH will update 'Agreement to Hire' form to include GDPR requirements	JP AH, KH
6.	Live Streaming RL has spoken with John Pierce regarding issues. A quote has been acquired of circa £12,000 + VAT which didn't include all the cabling etc. RL met engineer from OMNEX who examined SAC for suitability etc. Will check to see if current projector can be used, if so a reduced quote will be sent. Number of live feeds need to be around 12 – 15 per annum. RL explained different options. KH suggested contacting other companies to acquire different quotes. JP asked for £5,000 grant from town council and SAC has been granted nearly £6,000. JP has also applied to Hall and Woodhouse. JP has investigated applying to Tesco to participate in the token system.	JP
7.	Copier The copier contract to be renewed to include the booklet facility as it is needed.	
8.	The new Phase Four Planning permission: We need to start the extension by spring 2020. If we don't we will lose the planning permission and are unlikely to get it again.	JP

	<p>Grant situation;</p> <p>On being turned down last time, we were advised by ACE (Arts Council England) to wait until the portal for Small Capital Grants was open again and to reapply. The portal is now open and we find we are not eligible because we are not portfolio holders and it is too late to apply to be.</p> <p>JP made contact with Phil Hindson (our contact last time) He says that ACE is very short of money (that is why we were turned down). He advised applying for a small grant of £100,000 and doing the work in stages. He seemed to imply that we could apply several times.</p> <p>1) Richard Neale, architect, suggested that we start the building to create the foundations and a flat area level with the stage. JP and RL arranged to meet Richard Neale to discuss this. 2) JP has spoken to Louise Plumridge who is now working for herself and thinks that there are other grants around that are not lottery based and would be willing to work on our behalf. Directors are happy for JP to ask Louise Plumridge to fund raise for SAC.</p>	
9.	<p>Gallery</p> <p>A complaint has been made regarding the general cleanliness of the Gallery. Directors discussed solutions to this problem. Directors accept Kate's recommendation that she puts the prices up. Directors suggested £220 for 2 week hire. Please could we have a reminder to all groups that the In/Out board on the Box Office door is adhered to. It isn't always used and could cause problems in the future.</p>	
10.	<p>Reports</p> <p>Membership KH Membership has gone up from 494 to 512.</p> <p>GDPR OSCAR is now GDPR compliant. Communication will be possible for members as they automatically consent to various forms of communication by being members. Privacy statement will be on the website by Friday 25th May 2018. Consent will be required for publication of photographs and names and parental permission will be sought for children under 16 years of age. A log in password for computer is needed KH to sort this out.</p>	
	<p>Chairman's Business</p> <p>Housekeeping – please switch lights off, bring in board, people must also sign in and out.</p> <p>Photographers - it is not permissible for members of public to take photographs of rehearsals without obtaining all relevant permissions first.</p> <p>Vintage Summer Solstice Liz Carruthers has been asked if the Arts Centre would be prepared to provide a costume stall at the Vintage Summer Solstice event on the G & S Showground on 21st June. It would give us some publicity and we could hand out leaflets, Mack and Mabel for instance,</p>	

	<p>The directors agreed that this would be a very good idea.</p> <p>Motcombe donation Thank you to the Motcombe Players who raised money from their play:- 'Party Piece' who have donated £100 to SAC towards 'Mack and Mabel'.</p> <p>Financial scamming Sally Lee from Bournemouth University involved a group from SAC in making a short film regarding financial scamming to inform elderly people.</p> <p>Ice cream and bar JC and SC do not want to organise the ice cream anymore and JC would like to retire from bar duties. JP suggested building a team to continue these jobs.</p>	
	<p>AOB: KH suggested someone liaise with Maggie regarding what appears in BVM following an item which had been cancelled appearing in BVM. KH discussed price of external acts and asked who makes final decision. JP replied that there is a pricing meeting to discuss these issues. AH - new programmes deadlines coming up very soon, advertising is coming on well.</p> <p>Date of Next Meeting</p> <p>18th June 2018 at 6:30pm Please note new time of meetings.</p>	