

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 21st January 2018

Directors Present: Jenny Parker (Chair), Ruth Drewett, Sue Cadmore, John Cadmore, Sandra Trim, Caroline Hughes, Richard Lloyd.

Others: Val Baker, Geoff Spencer, Lester Taylor, Pete Ryley

No.	Subject	
1.	<p>Open Session Keri Jones Keri has formed a not for profit co. and will apply for licence for local radio. Goal to be in action by Spring 2020. There will be a fulltime radio station based in Shaftesbury using volunteers. SAC to be asked to suggest volunteers to be trained and to contribute. Shaftesbury School has agreed to be a partner as has the museum. Keri asked Directors if we would be willing for SAC to be a partner. GS asked about cost. Keri answered that it would be around £8,000. JP asked about responsibilities Keri mentioned that perhaps SAC can occasionally provide space and maybe people to be involved in interviews and to share advertising etc. Shared relationship would mean that radio station could advertise upcoming events. VB asked about timings for the radio, Keri said that the emphasis is on recording and not much would be live radio, there would be something on the radio all the time but not necessarily anyone in a studio. The Directors approved this and would be very willing to become a partner. Keri was thanked for his contribution.</p>	
2.	<p>Apologies for absence: Rick Longfoot, Kevin Harrison, Amber Harrison</p>	
3.	<p>Approval and signing of minutes: The minutes were approved and signed</p>	
4.	<p>Matters Arising: 4(i) planning applications behind due to Christmas and more questions to be answered. The decision will be made by 2nd February 2019. 4.11 Caroline has quote for £425 labour only to paint Rutter Room. Colour makes no difference to price. He can achieve this in February half term. Directors agreed. 6.(i) CH has this in hand and sign will go up in due course. 6(ii) screws needed for banners . Daniel to be asked. 8(i) Thank you to JC for putting up pictures.</p>	
5.	<p>Financial matters: Treasurer's Report: Figures up to end of Dec have been distributed. Geoff presented his report. Gallery is not hired in January so income reduced from Gallery. Nutcracker revenue will come in partly in January. There will be enough to pay the loans. Annual accounts have been distributed, there were no comments from the Directors. Small typos will be corrected. The accounts were signed by JP and approved by Board of Trustees. One set is filed with Companies house. In this way there will be final copies for the AGM. Discussion ensued regarding photocopying copies for AGM, cost and responsibility. ST volunteering to be liaison for this. GS produced Charity Gift Aid form. Nutcracker has already produced revenues of over £8,000.</p>	

	<p>GS mentioned that SAC receives a very small proportion of revenue from external hirers. VB added that we also hire PA equipment pay the PRS fee. A meeting will be called to discuss ticket prices and how external events are charged. RL will be invited to attend.</p> <p>AGM 11th Feb 19 is deadline for Agenda and for nominations for new directors. There have been 7 expressions of interest for new Directors. SC feels it is very important to provide information about the new build. JP has provided information in the programme. SC feels strongly that people need to be able to ask questions at the AGM. Concerns at present are not focussed in the right place i.e. to the Directors. At the AGM members will have this opportunity and questions will be recorded. PR will produce draft Agenda email for approval. We only need 25 members to be quorate. PR offered to write a single page summary of accounts for AGM which was accepted.</p>	JP
6.	<p>The Way Ahead Document Need to revisit this document a couple of times each year. Aspects which were planned have not been achieved i.e. volunteer secretary, T-shirts for technicians. It can be updated quite easily. Suggestions given for ways of achieving this. JP suggested it be reviewed and updated ready for the AGM. CH suggested that there should be a draft first. It can be adopted by the Directors. Discussion ensued regarding format. It is along term plan but maybe an Action Plan can be drawn up to make sure that some elements are achieved in a timely manner. GS made the point that all parts of the SAC should be involved and that it is hard to project income as it is not always consistent. JP suggested a 'Way Ahead' meeting, groups need to look at the document and then meet together to comment in a group. JC suggested a meeting with all the groups to give shared understanding of their views. Provide set of questions to each group relating to what they have achieved, what their views are etc. This will go on Agenda for March.</p>	JP
7.	<p>Head Hunting Buildings Personnel Capital Fundraisers Live streaming projectionist PRS Secretary All of the above have been advertised for and AH is to be asked if she will send it out. It has also been advertised in the window.</p>	
8.	<p>Reports Gallery Cleaning of Gallery not adequate from the hirers point of view. Ongoing issues. JP suggested a site meeting to work out a job schedule of things required. VB suggested that he has too much to do in the time he has available. VB to be included in this. Keys confusion, C H highlighted a couple of issues. Book needed to sign out keys and give more information. Keys needed to be non-identifiable so if dropped in street SAC won't be accessed inappropriately. Buildings Report Submitted JC asked if we could submit £200 for lighting in Rutter Room. Directors agreed. Prices to replace doors up to £600 Directors agreed to this too.</p>	JP VB

	<p>PAT testing will be done in the summer.</p> <p>Live Screening Report 12 live performances required by National Theatre is going to be very difficult to accommodate RL suggested that we try with a provider who is more flexible and provides some pre-recorded content. RL suggested that we hold on to current projector until prices of LED projectors come down. KH suggested new speakers. Staff training is fundamental to the success of this. Work with Motcombe to provide different offer.</p> <p>Fundraising It is necessary to get a licence to collect in the street. 'Gift Day' just give money rather than time or cakes. Marmalade Day is planned. Cream Teas in May. Open Gardens in June</p> <p>Room Hire 2 slots left for the Fringe. VB would like someone else to take it over next year.</p>	
9.	<p>Chairman's Business None</p>	
10.	<p>AOB Phones at events GS People are asked at every event to switch off phones. No photos should be taken at the Pantomime due to involvement of children.</p>	
	<p>Date of Next Meeting 18th February 2019 at 6:30pm</p>	