

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 17th June 2019

Directors Present: Jenny Parker (Chair), Ruth Drewett, Sue Cadmore, John Cadmore, Sandra Trim, Caroline Hughes, Alex Chase, Rosie King, Karren Burkett,

Kevin Harrison, Richard Lloyd

Others: Geoff Spencer, Val Baker

No.	Subject	
1.	<p>Open Session</p> <p>None</p>	
2.	<p>Apologies for absence: Amber Harrison</p>	
3.	<p>Approval and signing of minutes:</p> <p>The minutes were approved and signed</p>	
4.	<p>Matters Arising:</p> <p>4.(8) SC has asked Jonty to provide an announcement to remind audiences not to film during performances.</p> <p>(7i) Survey for heating £2,000+ so we will wait until we are sure about needs.</p> <p>(7iv) CH provided quotes for signage for the Gallery, Board voted for white letters</p> <p>5.Text changed: - 'RL explained that if you don't charge people for terrestrial TV transmission it is not necessary to have an additional licence.'</p> <p>7.Information needs to be provided for the archives and Kate needs some help.</p> <p>10. Plastic cups collected to be recycled. Shaftesbury town council planning to make Shaftesbury 'plastic free'.</p>	<p>SC</p> <p>JC</p> <p>AC</p>
5.	<p>Treasurer's Reports</p> <p>GS shared report. 'Black Clansman' cost £100 not £1900.</p> <p>At present we have a credit card in Geoff's name, however, Credit Card companies are changing the way cards are managed passwords now being replaced by a one-time pass code each time you want to use it. This means card is limited to use by one person. GS asking if we can have another credit card for Jerome. Board agreed.</p> <p>Insurance: - the buildings are insured at a value of £1,684,604</p> <p>The contents are valued at £140,650</p> <p>Next review in 2022. GS not sure that we are correctly insured.</p> <p>JC to ask John Baldwin to provide an inventory of the major equipment used in SAC</p> <p>Electricity meters are being inspected.</p> <p>VAT: - If we register (Option 1) we will incur £5,000 immediately as a cost for the first year. However, we can claim back on building work (£11,000) we can claim back £5,000 of that so effectively in first year we are breaking even, but subsequently it will cost £5k per annum until we undertake the substantive build when we can effectively reclaim £49,000.</p> <p>Option 2 and 3 doesn't change the principle just increases the sums of money involved.</p> <p>The Directors are in agreement with GS's conclusions and going further we do not wish to register for VAT at this time.</p> <p>The Directors agreed the 'Spamalot' budget. Questions raised regarding profits and</p>	<p>JC</p>

	<p>expenditure. GS asserted that you can't predict the income. Budget setting does concentrate the mind on balancing income and expenditure and also to make a profit.</p>	
6.	<p>Other Reports Membership Kevin shared report and asked for questions KH offered 20% discount at Motcombe fete for new members in form of voucher and code. VB asked if Box Office volunteers will know what to do. It was felt it was fairly straightforward. Gallery Kate provided Gallery report: - no questions from Directors Marketing Report provided by Sophie. Questions directly to Sophie in July Live Streaming Report CH asked if there were plans to stream live music shows. NT require 12 shows to be bought and they have to be shown on the day. KH suggested working with Motcombe to share the contract. Buildings Request to spend £200 on a shed. Directors agreed to this. Material store is where the computers are to be housed during building work. Can room be cleared by Friday 21st June? ST will be there to help. Fundraising Next years' programme has been organised and SC gave a brief overview.</p>	
7.	<p>Phase 4a update 3 tenders for build came in, rather higher than anticipated and we have been working to reduce costs. They should be able to start on time. The higher costs were partly from the difficulty of the site and the addition of the floor replacement.</p>	
8.	<p>The Way Ahead Document Needs updating, it would be fairly simple if individuals contributed to their areas of interest/responsibility. i.e. Page 13, CH to update Gallery section. VB to update Hiring etc. Buildings, Finance etc. Please could this be completed by the next Board meeting.</p>	
9.	<p>Chairman's Business Volunteer Overload VB feels that her role is ever expanding. Suggested SAC needed a care taker. VB detailed many jobs that she undertakes at SAC that are the result of others leaving rubbish. Very much involved with hiring of the rooms, opening and locking up, paperwork etc. Room Use /Planning Group RK, SC, JC, JP and VB</p>	
10.	<p>AOB: 25th June: - Gas meter being replaced SC: Youth Group Production was excellent and behind the scenes very organised. SC to write letter of appreciation. Can we put in a penalty clause for building work? Not a good idea as the costs are raised to cover this.</p>	SC
	<p>Dates of Next Meetings 15th July 2019 at 6:30pm 16th September 2019 at 6.30pm</p>	