

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held on 15<sup>th</sup> July 2019

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

**Others:** Geoff Spencer, Val Baker

No.	Subject	
1.	<p><b>Open Session</b></p> <p>None</p>	
2.	<p><b>Apologies for absence:</b>Amber Harrison, Alex Chase, Karren Burkett, Kevin Harrison, Richard Lloyd.</p>	
3.	<p><b>Approval and signing of minutes:</b></p> <p>4.(8) SC has asked Jonty to provide sign to remind audiences not to film during performances; - 'sign' should read 'announcement'. References to 'old food' removed.</p> <p><b>The minutes were approved and signed</b></p>	
4.	<p><b>Matters Arising:</b></p> <p>JP to seek potential volunteer to support archives. 5. Electricity meters were inspected. Suggestion that we remove surplus meters. 9. Volunteer overload not yet addressed. Fringe work could be shared, buildings committee needs to be overseen. Caretaker would be useful. 10. Gas meter yet to be replaced.</p>	<p>JP GS  JC</p>
5.	<p><b>Treasurer's Reports</b></p> <p>GS shared report. By end of year we should have an operating profit of around £10,000 Unsure of the effect of building work on income. JP reassured that it shouldn't make much difference. JP shared a chart of building work plan. Scaffolding comes down on 28<sup>th</sup> September. General discussion ensued regarding building work. CH mentioned possible loss of footfall in gallery during building work.</p>	
6.	<p><b>Other Reports</b></p> <p><b>Reports submitted and shared.</b></p> <p><b>Membership</b></p> <p><b>MAD report</b></p> <p><b>Live Streaming Report</b></p> <p><b>Buildings</b></p> <p>Neighbours (greengrocer) commencing a development. Therefore, building work will occur simultaneously. Issues regarding the party wall RL to investigate.</p>	<p>RL</p>
7.	<p><b>Phase 4a update and action plan</b></p> <p>Builders commence work on 22<sup>nd</sup> July. Areas of SAC need to be cleared by then. Archives have been sorted. General discussion regarding jobs that need to be done. GS explained that the contract value is £125,000 and the amount of money raised and not spent exceeds this so we are able to pay with current resources. Fundraising on hold currently but will continue in near future.</p>	

8.	<p><b>The Way Ahead Document</b> We will look at the Way Ahead team in September.</p>	
9.	<p><b>Chairman's Business</b> <b>Plastic Cups</b> JP suggested providing branded glasses which could be reused at other places or again at SAC. CH thought £1 was too much. Generally thought it would be a good idea to encourage people to bring own containers. CH suggested advertising that we are working towards becoming plastic free in line with Shaftesbury Town Council. JP suggested we look at 'Branded cups' to supply SAC. JP to ask AH to design a poster. Volunteer Overload, try to plan ahead for such things as photocopying needs.</p>	JP
10.	<p><b>AOB</b> <b>Show Budgets</b> RK:- Two budgets have been supplied to the Directors, have they been approved? GS:- commented that budgets are useful on concentrating mind on what is to be done. If figures vary from budget, then there is no adverse outcome. Directors need to be aware of shows and need to be able to ask questions regarding spending. SC:-Show budget should be a regular agenda item. Generally agreed that Directors can't approve budgets after a show is planned and in programme but they need to have the opportunity to ask questions. <b>Article in Gillingham and Shaftesbury News</b> Wording and content not appropriate, no apology to be received. JP to write a letter to the editor. <b>Fridge</b> Available. SC and JC to give it a home. <b>Marketing</b> GS suggested that SAC get some publicity for the new dance studio. GS questioning how we can go out and publicise what is happening to SAC. CH suggested putting a poster in the window. RK suggested that the marketing committee be tasked with this. Directors agreed that this was a good idea. JP suggested an opening ceremony</p>	JP       GS
	<p><b>Dates of Next Meeting</b>  <b>16<sup>th</sup> September 2019 at 6.30pm</b></p>	