

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 16th September 2019

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

Others: Geoff Spencer, Val Baker

No.	Subject	
1.	Open Session Sophie Lester and Siobhan MCarthy presented update from Marketing Committee and took questions from the Directors. Clarity needed on requirements from Directors. Links to be made with local businesses. Attended 3 community events Inc. Gillingham and Shaftesbury Show.	
2.	Apologies for absence: Alex Chase, Richard Lloyd	
3.	Approval and signing of minutes: The minutes were approved and signed	
4.	Matters Arising: 4.(i)JP to identify potential volunteer to support archives. 4(ii)Electricity meters were inspected. Suggestion that we remove surplus meters. 4 (iii) Volunteer overload not yet addressed. Fringe work will be shared, buildings committee needs to be overseen. Caretaker would be useful. 4(iv). Gas meter yet to be replaced. 5. Capital fundraising on hold currently. Internal fundraising continues. 8. Still too much plastic being used.	JP GS
5.	Treasurer's Reports GS shared report. Surplus to cover loans. We are covering all our financial commitments and leaving some in the kitty. Membership, room hire, Gallery and MAD contribute a significant proportion. 3 electric meters which are not used. The costs to remove them will be £900. This would prevent monthly charges of £45 for unused meters. However, there is a cable under SAC which needs to be removed which will be further cost. Discussion ensued regarding this. The fire alarm does not work and has been switched off. Insurance co. has been informed. Waiting to hear from them. W/C 11 th November books to auditors. We can approve annual accounts at the January Board meeting. AGM agreed for Monday 9 th March Photocopier can 'go smart' it needs a computer that is left on most of the time. Will give him AH's details. No cost to us. Senior Films. Donation of £300. Does this cover light, heat etc. for up to 12 shows a year? Discussion ensued regarding realistic costs of this i.e. hire of the theatre. Suggestions that we communicate that we are looking at pricing structure and look in more detail at this. Spamalot made a total profit of over £6,500.	

6.	<p>Budget Plan</p> <p>What is the system for MAD budget? Need to be much tighter on time. GS devised a new budget sheet which is condensed. This is completed and handed to Board for information only. Estimated budget to be presented to MAD committee before presented to Board for info.</p>	
7.	<p>Coffee Machine 95 cups sold in July. We need 180 cups per month to make it viable. Agreed to continue until February when contract ends.</p>	
8.	<p>Dance Studio Update Roof is now on, ceiling now in costume studio. Decorating will begin. When dance studio is open yoga and Pilates will move there, which will free up Rutter room. All events will be on schedule.</p>	
9.	<p>The Way Ahead Document Team Team needed to update the Way Ahead Document. Individual sections need to be updated. RK, KB and SC volunteered. Will report to Directors at the next meeting.</p>	
10.	<p>Other Reports Membership Report presented to Board by KH Gallery Report. Bottom lock needs to be fixed, possibly need a locksmith or a carpenter. Kate would like to use income from Snowdrop week to advertise Gallery. Agreed.</p>	
11.	<p>Chairman's Business Snowdrop Festival Organisers have asked if we would not sell items in the Gallery on the same day as their pop-up shop in the foyer. JP will ask them to put this in writing to the Directors. SC mentioned that they have asked SAC to do the catering but wouldn't agree to our request for £12 per head. Thank you, policy. Not sure if we have a thank you policy. Are we leaving people out? SC - letter from Chairman gives weight to the thanks. RK –suggested an annual volunteers party volunteers party?</p>	
12.	<p>AOB</p> <ul style="list-style-type: none"> • KB PRS costs are going up and this will have an impact on all areas of SAC. • SC Cocktail and canape evening and vegan tasting evening this month. • AH lots of people dancing at 'Above Board' very different atmosphere, is it a possibility to encourage this by removing 2 front rows of seats for some bands? • JC Heating system down because of the current works. Estimate for 2 boilers and rerouting of exhaust has been received from TES 	
	<p>Dates of Next Meeting 21st October 2019 at 6.30pm</p>	