

Shaftesbury Arts Centre

Minutes of Directors' Meeting held on 21st October 2019

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

Others: Geoff Spencer, Val Baker

No.	Subject	
1.	Open Session None	
2.	Apologies for absence: Kevin Harrison, Amber Harrison, Sandra Trim.	
3.	Approval and signing of minutes: Correction in Section 11 should read "They wouldn't agree to £12 per head" The minutes were approved and signed	
4.	Matters Arising: 4. (i) JP having difficulty finding potential volunteer. 5. Fire alarm repair etc.in process see building report below. 10. Two locks are sufficient on the Gallery door. 11. Volunteer's party thought not to be appropriate.	J P G S
5.	Treasurer's Report GS shared report. Adjusted income from General Operations (i.e. not fundraising) for the month of September was £17,017, whilst direct costs were £807 to give an operating surplus for the month of £16,210. This includes all memberships received and expiring before 31st August 2020 (£8,090). Roughly £42,000 left in fundraising money pot for buildings, even though this does not show in accounts due to various commitments. GS would like to show restricted fund but accountant advised that this is something that should not be done. Less than £10,000 in bank which is free for spending. There is no major money to spend on the roof. Question on responsibility for Wessex bill. Gallery previews: - wine sold is charged to the exhibitors at cost. Should we be making a little profit? KB suggested that they would go elsewhere to buy the wine. Should we give exhibitors the choice? If Jerome is happy to buy the wine we can continue. He needs to be asked. Discussion ensued. GS mentioned that he thought that the foyer looked much better with tablecloths. General opinion is that it looks welcoming. Discussion ensued regarding tidiness of leaflets. JP to speak to Paul (done)	G S J P
6.	Capital Fundraising JP would like someone to work with her on capital fundraising projects. Next phase of build includes disabled lifts. Discussion regarding priorities for building projects. Planning permission now granted for the long term. Extraordinary Board meeting to discuss future planning on 25 th November	
7.	Technical Team Huge difficulty finding technical people to voluntarily run events. General agreement that	

	we should not consider paying technical staff even for outside events. A very small team works extremely hard. More needed to join the team, Rota needed. Steve, John and Jonti to be asked to put together a course offered out to people to learn lights and sound. SAC members free; others will be charged. Course could be advertised.	J C
8.	The Way Ahead Document In progress	
9.	Other Reports Buildings MJS are going to replace the fire alarm; they will also provide maintenance Boilers to be fitted between 18 th and 29 th November. Mirrors to be fitted in Dance studio on Wednesday 30 th October If noisy will look at acquiring acoustic boards. Hine and Parsons and Shirley Allum are building and maintaining a fire escape path through SAC property. Fundraising Vegan evening had 26 people. Very successful. Canapes wasn't very well attended but a very good evening. MAD committee AGM on 6 th November. They want to change constitution.	
10.	Chairman's business Complaints Senior Film customers complaining about treatment from staff Hoping that the films can be managed through Oscar in future. Two incidents of rudeness to a customer and visiting technical staff. SC felt time lapse too long and we should ignore for now and address if there is a future occurrence. Psychic medium has caused 2 complaints. Dance studio opening Suggested date Saturday 11 th January Open day for Panto. set and costumes, food, and showcase the Dance Studio. Vacancy AH will be resigning as Director at next AGM. There is a potential volunteer to take over.	
11.	AOB Private Peaceful was a tremendous success. SC read a letter of thanks and congratulation from Royal British Legion. Board members shared positive feedback. RK: -Sophie and Siobhan's presentation JP to meet and discuss. RK: -Shaftesbury Literary festival next November 13 th , 14 th , 15 th 'Reading the Land'. Grosvenor have offered 3 rooms for free. Awareness has been raised no decisions made. SC:- Joan Jeffery has passed away.JP to write letter of condolence.	J P J P
	Date of Next Meeting 18 11 19	