

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held on 20<sup>th</sup> January 2020

**Directors Present:** Jenny Parker (Chair), Ruth Drewett, Sue Cadmore, John Cadmore, Caroline Hughes, Rosie King, Kevin Harrison, Alex Chase, Richard Lloyd, Sandra Trim.

**Others:** Geoff Spencer.

No.	Subject	
1.	<b>Open Session</b> None	
2.	<b>Apologies for absence:</b> Karen Burkett, Amber Harrison, Val Baker	
3.	<b>Approval and signing of minutes:</b> The minutes were approved and signed	
4.	<b>Matters Arising:</b> (i) 4.10. JP and GS have met with Ann Griffin regarding complaints. Ann agreed to pay £50 per month and £10 towards PRS. Happy not to have it advertised. BVM (Simon to be informed). (ii) 9. £130 per week and £240 per fortnight were agreed prices for Gallery hire.	JP
5.	<b>Treasurer's Report including suggested policy for occasional paid work versus voluntary work</b> Report sent out. Phase 4 costs for dance studio were itemised. Total cost was just under £140,000. This exceeded the estimate which was £119,000 which didn't include the floor or the mirrors. In future, estimates to be gained before funding applied for. £247,000 has been raised through donations and fundraising. We have approximately £50,000 from fundraising. We have a further £25,000 which is already committed. Re siting of kitchen was billed separately and not expected. <ul style="list-style-type: none"><li>• Policy needed for work done voluntarily. Treasurer needs to be informed and an estimate received before work is carried out.</li><li>• Agreed, members of the Arts Centre may offer a favourable rate, but this must be agreed through the Board.</li><li>• Drinks machine to be removed in February.</li><li>• Suggestion that a separate mobile phone purchased for Fringe and bookings in general. This was agreed.</li><li>• When exchanging tickets - GS would like to suggest that original is cancelled, and a total new transaction taken out</li><li>• Gift vouchers: - cash should not be given when a gift voucher exceeds the ticket price even though Oscar advises this. We will look into this.</li></ul>	KH  JP, GS

6.	<p><b>Other Reports</b></p> <p><b>Gallery</b> Write to Kate and Gallery team to thank for all hard work. Bookings now being taken for 2024.</p> <p><b>Membership</b> 512 members, 48 junior members. Junior members raised. It is important to keep membership stable, but more important to sell tickets for all events. One member of panto cast is not a member of SAC. Policy needed to ensure all actors etc. become members. Do we need a card to show that we are members? We will explore possibilities</p> <p><b>Live Screening Report</b> Going well, future options being explored. We receive 45% of ticket donations, therefore we would not be penalised if theatre not full.</p> <p><b>Marketing report</b> Decisions to be deferred until next meeting. All ten proposals very sensible. Most centred around getting into the community. Directors agreed that this was a sensible way forward and agreed suggested £10 gift voucher for raffle. Need a presence on the Chamber of Commerce. We are members already, just need a volunteer. Marketing invited to the April meeting.</p>	JP  KH  AC, RL
7.	<p><b>Local Radio Training – Alex</b> In conversation with Keri, weekly show for Podcast with input from all areas of the Arts Centre. Ideally need one person from each group to use mobile phone app. Record and send to AC who would then edit and send to Keri. All groups using the Centre should be included and a representative identified. AC to become the co coordinator, AC to ensure a good mix of content. The app used is called Voice record Pro.</p>	
8.	<p><b>AGM Retirement/re-election, by rotation.</b> <b>Date for nominations need to returned by 7<sup>th</sup> February 2020</b> <b>AGM 9<sup>th</sup> March 2020</b></p> <p><b>Vacancies</b> JC, SC and RD are happy to be re elected ST and AH are standing down VB would like to step down from managing the evening hirings, therefore this role is needed and also someone to manage front of house rota. Someone needed to design and compile programme. RK, SC, JC interested in forming a group to explore this. Representative from marketing group to be invited.</p>	
9.	<p><b>Ludwell school</b> June 2<sup>nd</sup>, 2020 could we accommodate 60 children in 3 groups? Would like to come between 1pm – 4pm Gallery, stage and dance studio 45 minutes sessions in each and rotate. Directors agreed in principal, but groups need to be consulted and a volunteer found.</p>	
10.	<p><b>Chairman’s business</b> Keith Stott passed away and JP has written condolences. Barbara has moved and JP has sent a card. Safeguarding policy needs to be adhered to. SC and JP to meet to discuss. Behaviour of children during rehearsals needs to be monitored.</p>	
11.	<p><b>AOB</b> <b>None</b></p>	
	<p><b>Date of Next Meeting</b> <b>17th February 2020 at 6.30pm</b></p>	