

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held via Teams on 15<sup>th</sup> June 2020

**Directors Present:** Jenny Parker (Chair), Alex Chase, Caroline Hughes, Rosie King, Kevin Harrison, Richard Lloyd, Jo Johnson, Karren Burkett

**Others:** Geoff Spencer, Val Baker

No.	Subject	
1.	<b>Open Session</b> None	
2.	<b>Apologies for absence:</b> Ruth Drewett, John and Sue Cadmore, unable to connect	
3.	<b>Approval and signing of minutes:</b> RL pointed out a spelling mistake in 6 The minutes were approved and signed <b>Matters arising</b> <b>4</b> JP reported quite a bit of interest in the Garden tours project but it had been delayed by a change in the weather. Three sets of visitors so far and over £50 raised. JP had contacted Janine Rutter regarding complaints procedure. <b>6</b> RK asked if there was anything to report on proposed works during the closure. JP replied that GS had recommended no additional spending for the time being.	
4.	<b>Reports</b> <b>Treasurer's Report</b> Further to his report, GS raised two questions. i) That as no contact had been made with Churchill Retirement, despite trying repeatedly, that their pre-film trailer should be removed. RL will contact John Burrough to ask that this is done. ii) A number of hirers are tardy in making payment for their room hire. GS requested that hirers be asked to pay before they have use of the room. JP Thought that in the present climate it would be better and more professional to ask hirers to pay by BACS in advance which in turn would save VB chasing individuals and handling cheques and cash. VB felt that to be too strict could damage what is sometimes a sensitive and flexible arrangement.  RL asked for confirmation that according to the figures, the cash in hand would be enough to sustain us for a further 10 months. GS Pointed out that our outgoings were reduced at present but he still continued to pay off the loans. These payments could be stopped if necessary and reserved might have to be dipped into.	RL
	<b>Other Reports</b>  <b>Marketing</b> had reported a vast number of very interesting initiatives that will keep us on the map and thanked KH for his help with the website. JP will write to thank them. Music and Drama had produced a very comprehensive and carefully thought out plan for keeping theatre alive in Shaftesbury in the coming uncertain months. JP will write to thank them	JP JP

	<p><b>Hirings</b> VB has contacted some of the hirers and moved some of the shows to 2021</p>	
5.	<p><b>Gallery Reopening</b> Kate Pickard and her team hope to reopen the Gallery on the 1<sup>st</sup> July. They have worked extremely hard to rearrange the programme of exhibitors and have a plan to cover all eventualities regarding hygiene and social distancing . JP will write to thank them KB asked for clarification of arrangements on change over day. KH said that the new contactless card machine would need disinfecting if the keypad was used.</p>	JP
6.	<p><b>Plans for The Lion, the Witch and the wardrobe.</b> RK explained her very comprehensive and thorough plans that she has made with her stage manager, set builder and producer that would allow the show to be put with social distancing, if allowed by the government. These included virtual auditions and rehearsals, arrangements for limiting costume changes, make up and hair, chaperoning etc. KH and Box Office team will look into selling tickets nearer the time together with Front of House arrangements.</p>	
7.	<p><b>Banners</b> The old banners have been measured and KH shared a picture of what new ones might look like. It was thought that the lettering should read from top to bottom but there was not unanimous agreement about how much information to include.</p>	
8	<p><b>Face Masks</b> Sandra Trim has kindly made red face masks for use by volunteers if we are required to use them. They will be kept in the Box Office and each user will be responsible for his or her own. JP will write to thank ST</p>	JP
9	<p><b>Time of meeting.</b> All voted in favour of moving the meeting time to 7.30</p>	

Date of next meeting 20 07 20 at 7.30