

Shaftesbury Arts Centre

Minutes of Directors' Meeting held via Teams on 18th May 2020

Directors Present: Jenny Parker (Chair), Ruth Drewett, Sue Cadmore, John Cadmore, Caroline Hughes, Rosie King, Kevin Harrison, Richard Lloyd, Jo Johnson, Karren Burkett

Others: Geoff Spencer,

| No. | Subject | |
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| 1. | Open Session None | |
| 2. | Apologies for absence: Alex Chase, Val Baker (unable to connect) | |
| 3. | Approval and signing of minutes: Amendment: JP was proposed to continue in her role as Chairman by Sue Cadmore and seconded by Kevin Harrison. Richard Lloyd was proposed as vice chair by JP and seconded by JC. The minutes were approved and signed | |
| 4. | Reports Treasurer's Report Overheads have been brought down to as little as possible. Gallery have cancelled weeks and SAC continue to hold money. May be refunded or booked later. We have just over £200 of advance ticket sales, £36,000 to see SAC through the pandemic. We have received £25,000 grant from Dorset Council for businesses within entertainment. Grant from Arts Council applied for SAC to manage during pandemic. A Business interruption claim has been thrown out by insurance company, this is being questioned. A 'bounce back loan' could be available if we need money for capital expenditure. | |
| | Other Reports Membership Report A big thanks to KH for sorting out repayments and arranging the virtual meeting. All documents and policies can now be held in a central place online etc. Fundraising report From 1 st June JP offering socially distanced garden tours. Very difficult to think of ideas for fundraising at this time. Phase 4 steering group Another legacy has been left to SAC Gallery Report Gallery probably will not be able to open until September. Kate asking if she could have a contactless card machine. Directors agreed. Gallery to produce small leaflet, that will keep in with the Arts Centre design i.e. logo, colour etc. Music and Drama Music and Drama have developed a Complaints procedure and shared first draft of policy. JP suggests that this should be a whole centre policy rather than just relate to | |

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| | M&D. It needs to be approved by Directors JP to write to Janine to thank her and ask her to send to Directors for approval | |
| 5. | <p>Using closure to best advantage</p> <p>JP suggested that seats in the auditorium are in a terrible state and need to be refurbished.</p> <p>KB suggested rejuvenating the lobby and this would be a good time to do it. RK agreed.</p> <p>JP agreed to look at the feasibility of it with the buildings committee.</p> <p>Hand sanitizers needed in foyer.</p> <p>Phase 4 committee are looking to see what could be done during the closure.</p> <p>Brochure: - RK liked the current format, KB suggested that we need to continue to keep the standard that AH has set up. When possible the team must meet to make decisions on size and format and look at costs.</p> <p>All necessary information is on the website at present.</p> | JP |
| 6. | <p>Plans for reopening</p> <p>We cannot predict when we will be able to open.</p> <p>RK reported from The Stage with ideas for reopening. November onwards was a possibility. Correct support package needed. Every other row removed. Reduce capacity by half. Same household groups can sit together. Intervals need to be managed.</p> <p>Suggestions were; we could ask people to wear masks and have a sanitiser at the door. No one will be able to wait in the foyer. Toilets need to be managed. Licences would cost less as the audience would be smaller. We could live stream upstairs and have drinks upstairs. Ice creams could be brought to audience in their seats.</p> <p>Small groups could open with of 5 or 6 people. To open for films and live streaming will be easier.</p> | |
| 7. | <p>AOB</p> <p>KH mentioned that banners look very tatty.</p> <p>RK asked to have the Trustees board updated in the Foyer. This would be possible when the Gillingham press shop reopened.</p> <p>She suggested that information about trustees should appear on the Hello page of the website.</p> | |
| | <p>Date of Next Meeting</p> <p>15th June 2020 6.30pm</p> | |