

## Shaftesbury Arts Centre

### Minutes of Directors' Meeting held via Teams on 20<sup>th</sup> July 2020

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

**Others:** Geoff Spencer, Val Baker

No.	Subject	
1.	<b>Open Session</b> None	
2.	<b>Apologies for absence:</b> None	
3.	<b>Approval and signing of minutes:</b> RL contacted John Burrow Jenny has written thank you letters	
4.	<b>Reports</b> <b>Treasurer's Report</b> GS had circulated his report. There were no questions. GS had no further comments. Geoff proposed a marketing budget of £250 per month. Questions were raised on how this should be managed. This is up to marketing team committee. They should know there is money available to them but reports should be sent to the board. Possible expenditure: Posters The history of the Arts Centre book. Yellow Boards should come out of a show budget KH: - the roles and responsibilities of the group need to be well defined. JP and RL to meet with Marketing Group to plan the way ahead. GS proposes that Board approves a Marketing budget of £250 per month administered by Marketing Group subject to monthly reports. <b>Gallery Report</b> KB does not think that we are fully compliant in terms of fire. We do not always have a person present who is aware of all the fire exits etc. KB suggested a fire compliance check. CH mentioned that fire escape by the toilets is not always available during building works JP will check the regulations with Robert White, Health and Safety officer. CH felt we could have fire instructions played at the beginning of all events. RL said that Fire Exit signage is enough in other larger venues there are not announcements regarding fire. We comply with regulations, there is a fire plan in each room and that MJS our fire alarm suppliers do a regular check. This is monitored by Andy Burton. Kettle in Gallery sets off the fire alarm. JP to write a list of what to do if fire alarm is set off. The Gallery to be requested to buy a new kettle. . People going into the Arts Centre need to make themselves known to the Gallery. Shutter needs to be half down, so it provides a fire escape route during the building closure.	

	KH asked about a planning application from No 9 AC answered that it is for roof and window improvement	
	<b>Other Reports submitted</b> Membership Report Fundraising report	
5.	<b>The Plans for reopening report.</b> Work in progress, hopefully open in September with live streaming. Lots of plans to make it easier to socially distance i.e. seating plan. RL noticed that we are less than 1 metre apart at certain points. VB asked about difficulties of people buying online. KH replied that we would block out seats not available. CH suggested that we source hand gel dispensers which reduce need for touching i.e. foot pump, wall mounted. Masks will be mandatory in the Gallery	
6.	<b>New Banners.</b> Vertical banners are the most favoured. 'Clear signs' in Stalbridge have been approached for a quote. 'Signrite' should be approached for a quote and 'ADE' in Gillingham. KH to ask for quotes tomorrow.	
7.	<b>Professional Behaviour</b> JP: - spelling and website. We must be professional in all areas. KB to speak to relevant person directly. KB concerned that there are no checks and spelling on what is broadcast in the public domain. KB: - Everyone who publishes must ask another person to read. AC, KH proof reading should be part of the process	
8.	<b>AOB</b> In a letter to JP, VB and Rick Longfoot, John Baldwin mentions a change in circumstances and is not able to spend as much time in the Arts Centre as before. VB worried about lack of technicians for outside events. Jonti may be willing to train up more technicians. VB suggested advertising on Facebook for more technicians. AC suggested advertising to sixth form students and youth theatre.	
	<b>Date of Next Meetings</b>  <b>17<sup>th</sup> August 2020 7.30pm</b> <b>14<sup>th</sup> September 2020 7.30pm</b>	