

Shaftesbury Arts Centre

Minutes of Directors' Meeting held via Teams on 16th November 2020

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

Others: Geoff Spencer

No.	Subject	
1.	Open Session None	
2.	Apologies for absence: Val Baker	
3.	Approval and signing of minutes: Minutes approved and signed.	
4.	Matters Arising 4.Quotes have been sought from Signrite. Percentage reduction has been agreed. 6.Complaints Policy to go on Agenda for next meeting AOB:- JP contacted Paul regarding painting door. Nick Wiles has mended fire door and painted it.	
5.	Financial report Thanks to GS for financial report. Very comprehensive. No questions from Directors	
6.	Questions and comments on other reports JP asked for ideas to store gazebo currently in the Gallery. Needs to be stored close to SAC. This is ongoing.	
7.	Banners JP spoke to Signrite. He found that banners had been knocked by lorries and suggested that it is a waste of time to put up similar banners. He made suggestions:- a cloth banner fixed flat on wall being wind resistant or two vertical banners flat on wall or letters fixed to wall over archway "Theatre and Gallery" or on wall which is at	

	<p>right angles which could be seen as you walked along Bell Street. Discussion ensued which culminated in JP suggesting that old banners are taken down as they are so scruffy. This needs to be postponed until a site visit can be arranged. Banner team RL, JC and John P</p>	
8.	<p>Marketing Matters</p> <p>Following report GS asked if the Gillingham and Shaftesbury Show would be attended this year as we have already paid for a pitch. JP to make enquiries to see if anyone is willing to support this. If not, we need to get money back.</p> <p>AC and SC expressed the disappointment that the Marketing Team have disbanded. JC felt that Directors did not give enough support or direction.</p> <p>JP felt that groups in the Arts Centre have the right to make their own plans and decisions and the role of the trustees is to keep a watchful eye and not to dictate what should be done.</p> <p>We need to continue with marketing of events. Posters are covered, need someone to keep social media up to date.</p> <p>Karren has agreed to create brochure and to keep social media up to date in the short term.</p>	
9.	<p>Noticeboards</p> <p>Many posters are torn down soon after they are put on telegraph poles, we are contravening rules as posters should not be put on telegraph poles. Directors asked to host noticeboards. Directors volunteered including RL, RD RK .</p>	
10.	<p>Heating</p> <p>Heater found in use in Rutter room. Users of the Arts Centre must only use properly tested heaters and use thermostats to turn up heating.</p>	
11.	<p>KH approached Roger Whitehead to support with website. VB does not want to manage hirings anymore. JP has someone in mind.</p> <p>AC: - M&D AGM were not quorate and thus were not able to talk about constitutional changes. AC will take responsibility for this.</p> <p>CH: - In last minutes painting was agreed for the Gallery and it is not recorded in the minutes.</p>	
	<p>Date of Next Meeting</p> <p>18.01.21 at 7.30pm</p>	

