

Shaftesbury Arts Centre

Minutes of Trustees' Meeting held via Teams on 18th January 2021

Trustees present : Jenny Parker (Chair), Caroline Hughes, Rosie King, Kevin Harrison, Richard Lloyd, Jo Johnson, Karren Burkett, Sue and John Cadmore.

Others present : Geoff Spencer

Apologies for absence : Alex Chase, Ruth Drewett, Val Baker.

No.	Subject	Action
1	Open Session None.	
2	Approval / Signing of previous minutes The minutes of meeting held on 16 th November '20 were approved by the Board and signed by the Chairman.	
3	Matters Arising (nos. in brackets refer to previous minutes)	
(4/6)	Complaints Policy To be discussed at next meeting due to absence of Ruth Drewett.	RD
(6)	Gazebo JP reported that the gazebo was being stored in the Office (previous Junior Dressing Room).	
(7)	Banners Old banners not removed to date. Removal postponed until weather improvement and government relaxation in present "Stay at Home" Covid policy.	RL, JC, JP
(9)	Noticeboards JP thanked JC and SC for installing noticeboard at their property.	
(11)	Website Support KH reported that Roger Whitehead was now supporting him on the website.	
(11)	Painting Gallery GS reported that painting now completed at cost of £360 JP reported that Paul Baptie the decorator had repainted the Fire escape door and adjoining foyer, free of charge.	
4	Financial Report There were no comments on GS's latest Financial Report.	

	<p>GS said that after four months trading of this F.Y. there was a small net surplus. This was due in large part to the income received from the Gallery. The Board noted this and was very appreciative of the income support at this difficult time.</p> <p>In response to a query from JC, JP reported that the legacy left to the Arts Centre had not yet been finalized.</p> <p>GS reported that a claim on our insurance for loss of income was unlikely to be successful, but he was still examining this possibility.</p> <p>GS said that the final 10% of the Arts Council grant amounting to around £2.4k would be applied for once the required information had been completed.</p>	<p>JP</p> <p>GS</p> <p>GS</p>
5	<p>Annual Accounts GS reported that he had just received the Accounts from the accountants and would be circulating them to the Board for agreement shortly.</p>	<p>GS</p>
6	<p>Annual General Meeting. Three members of the Board, RL, JP and KH, are due to resign at the next AGM.</p> <p>RL said that he did not wish to seek re-election and would also no longer continue as a member of the Live Streaming Group.</p> <p>JP would seek re-election but did not wish to continue as Chairman.</p> <p>KH would not seek re-election and did not wish to continue as Membership Secretary. He would continue to support where possible.</p> <p>JP said that due to present Covid restrictions, a “normal” AGM could not take place.</p> <p>GS said that, if it had to be delayed, the latest date for the AGM would be the second week of June.</p> <p>The Board agreed to postpone the AGM until April to allow more time to agree how membership voting could be carried out.</p> <p>JP/GS/PR to establish whether electronic voting using Zoom was possible.</p> <p>It was agreed that JP would ask Ian Berry to open a SAC Zoom account. KH said it was important that the number of hosts able to hold meetings was limited.</p>	<p>GS, JP,PR</p> <p>JP, PR, GS</p> <p>JP</p>
7	<p>Membership KH proposed that membership, already extended by six months, should be extended for a further three months.</p>	

	<p>GS was concerned at the resulting financial implications and it was agreed instead that a renewal letter should be sent to members explaining the reasons why funding was now required to keep SAC afloat. It was also agreed that this would be reinforced with a “Please Help” message in the SAC Newsletter.</p>	JP, GS
8	<p>Remembering Sandra JP said she had attended Sandra Trim’s funeral service and that Sandra’s friends had raised £600 for SAC. It was agreed that the Costume Studio should be renamed The Sandra Trim Studio in memory of Sandra. It was also agreed that the money donated by Sandra’s friends should be put towards the new signs to go on the entrance frontage.</p>	JP
9	<p>Planning Ahead The Planning Ahead discussion paper by JP was considered by the Board. It was agreed that the Board would initiate a campaign for new volunteers concentrating on the community at large. It was agreed that the Next Door website, This is Alfred, Chamber of Commerce and the new BVM would be targeted. The New Volunteer Campaign would also be linked to the re-opening of the SAC.</p>	
10	<p>Date of Next Meeting 15th February at 7.30pm.</p>	