

UNIVERSITY OF WARWICK

Minutes of the meeting of the Arts Centre Board
held on 24 October 2007

Present: Professor S Bassnett (Chair), Professor O Bennett, Ms L Holmes,
Mr N Matthews, Dr I Nussey, Mr R Perkins, Mr A Rivett, Professor
M Waterson

Apologies: Dr A Ainsworth, Mr J Baldwin, Ms K Organ

In attendance: Ms J Bradfield, Mr R Gray, Ms A Pulford

1/07-08 Terms of Reference, Constitution and Membership

RECEIVED:

The Terms of Reference of the Board agreed by the University Council at its meeting on 16 March 2005, along with the Constitution and Membership for 2007-08, paper ACB 1/07-08.

RESOLVED:

That the Chair and the Director of Warwick Arts Centre discuss the vacancy in the membership of the Board with a view to recommending the appointment of a new member in the near future.

2/07-08 Minutes of the Previous Meeting

RESOLVED:

That the minutes of the meeting held on 28 June 2007 be approved.

3/07-08 Matters Arising

- (a) Lighting scheme (minute 36(f)/06-07 referred)

REPORTED:

That Ms Andrea Pulford, Warwick Arts Centre Operations Director, was liaising with the Estates Office on the tender process for the exterior lighting scheme project, that there was a delay in sourcing the latest LED technology and that the intention was for the new scheme to be in place by Christmas.

- (b) Collaboration with the Arts Faculty (minute 37/06-07 referred)

REPORTED:

That the working group to consider opportunities for and potential resource implications of joint initiatives between the Arts Centre and University Faculties would be established and would report to the December meeting of the Board.

- (c) Arts Council England (minute 38(b)/06-07 referred)

REPORTED:

That Arts Council England had indicated that the Arts Centre would receive notification of its funding allocation on 14 December 2007.

- (d) Audience research (minute 39/06-07 referred)

REPORTED:

That further work had highlighted that a significant investment in the Arts Centre's IT infrastructure would be required before a customer relationship management system could be introduced, and that the Director of Operations was working with IT Services to complete an audit of the Arts Centre's current systems and short and long-term needs.

RESOLVED:

That members of the Board continue to work with the Director of Operations and Ms Helen Burgun, Acting Marketing Director, on the marketing and 'customer experience' of the Arts Centre, and that Dr I Nussey discuss further with the Director of Operations possible IT consultancy support.

4/07-08 Chair's Business

REPORTED:

That the presentation made by the Director of Warwick Arts Centre to the University Council had been very well received.

5/07-08 Schedule of Business

CONSIDERED:

Proposed schedule of business for 2007-08, paper ACB 2/07-08.

RESOLVED:

- (a) That the schedule of business for 2007-08 be approved as set out in paper ACB 2/07-08, subject to the amendments noted at the meeting;
- (b) That the Board recognised the importance of obtaining student input into the work of the Board, but considered that inviting a student representative to join the Board may not be the most effective means of obtaining the required input;
- (c) That the Director of Warwick Arts Centre and the Secretary consider alternative mechanisms for securing student input.

6/07-08 Director's report

CONSIDERED:

A report from the Director of Warwick Arts Centre on developments since the last Board meeting and matters of strategic substance, paper ACB 3/07-08, noting in particular that:

- (a) following the success of the film initiative, a £5 ticket offer for students for live performances had been launched;
- (b) the Arts Centre was continuing to engage in a number of co-productions/curations;
- (c) the closure of the Butterworth Hall for refurbishment was likely to have a significant effect on the financial position of the Arts Centre and a number of programming options during the period of closure were being explored;
- (d) the café area would be refurbished during January 2008, with a revised catering offer and measures to improve customer flow;
- (e) performance attendance figures for the year to date were significantly below target, and considering the possible reasons for this;
- (f) a retail tenant to replace Fopp was being sought.

RESOLVED:

That the Chair take forward within the University the suggestion of associating the University with an existing literary prize, as an alternative to establishing a new prize.

7/07-08 Butterworth Hall

CONSIDERED:

A presentation from the Director of Warwick Arts Centre and Ms Andrea Pulford, Warwick Arts Centre Operations Director, concerning the Butterworth Hall, paper ACB 5/07-08 (tabled), noting in particular that:

- (a) the timing of the refurbishment was under discussion and a number of factors needed to be taken into consideration, including the examination timetable, degree congregation and conferencing;
- (b) a number of design options were being considered;
- (c) the re-opening of the Butterworth Hall would provide an opportunity to re-launch the Arts Centre.

RESOLVED:

- (d) That the Director of Operations provide a brief update on progress for the December and February meetings of the Board.
- (e) That the Chair and the Director of Warwick Arts Centre discuss the impact of the refurbishment of Butterworth Hall on the landscaping surrounding the Arts Centre.

8/07-08 Future strategy

CONSIDERED:

- (a) The University Strategy, Vision 2015, paper ACB 4/07-08.
- (b) Oral reports from the Chair and the Director of Warwick Arts Centre.

RESOLVED:

- (c) That the Director of Warwick Arts Centre prepare a paper for the December meeting of the Board on the aims of the Arts Centre over the next 5-10 years.
- (d) That the future strategy of the Arts Centre and the re-launch of the Butterworth Hall be added to the Schedule of Business, paper ACB 2/07-08, as a standing item for 2007-08.

9/07-08 Nominations for Honorary Degrees

RESOLVED:

That members of the Board contact the Chair with suggested names for consideration by the Honorary Degrees Committee, it being noted that the Committee would welcome an increase in the nomination of individuals from the creative arts.

10/07-08 Date of next meeting

RESOLVED:

That in light of the notification of the Arts Centre's funding allocation from Arts Council England expected on 14 December, the Secretary contact members of the Board with a view to moving the meeting scheduled for 11 December to 17 December 2007.

REPORTED:

That the dates of the following meetings have been confirmed:

Thursday 14 February 2008, 4pm

Thursday 24 April 2008, 4pm

Thursday 26 June 2008, 4pm