

UNIVERSITY OF WARWICK

Arts Centre Board

Minutes of the meeting of the Arts Centre Board held on 29 October 2008.

Present: Professor S Bassnett (Chair), Dr A Ainsworth, Ms L Holmes, Mr N Matthews, Ms K Organ, Mr R Perkins, Mr A Rivett, Professor M Waterson.

Apologies: Mr J Baldwin, Professor O Bennett, Mr N Darlison, Dr I Nussey, Mr C Shaw.

In attendance: Ms F Emery, Ms A Pulford.

1/08-09 Terms of Reference, Constitution and Membership

CONSIDERED:

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 2008-09, paper ACB 1/08-09.

REPORTED:

That Mr Clayton Shaw, observer from the Arts Council for the Board, will be leaving his post.

RESOLVED:

- (a) That the Secretary discuss with the Development and Alumni Relations Office their representation at future meetings of the Board, which was of particular importance given the development of the Arts Centre's fundraising strategy.
- (b) That members of the Board should contact the Chair should they wish to discuss possible nominations to the vacancy on the Board.

2/08-09 Minutes of the Previous Meeting

RESOLVED:

That the minutes of the meeting held on 19 June 2008 be approved.

3/08-09 Matters Arising

- (a) Digital activity (minute 29/07-08 refers)

REPORTED (by the Director of the Warwick Arts Centre):

That he had discussed possible digital developments with the Arts Council and the new Warwick Digital Laboratory.

- (b) Writers' Programme (minute 30/07-08 refers)

REPORTED (by the Director of the Warwick Arts Centre):

That Ms Emma McCormack, House Manager and Literature Coordinator, had resigned from her post and that he would be discussing the future development of the Writers' Programme with the Department of English and Comparative Literary Studies.

RESOLVED:

That the Board record its thanks to Ms McCormack for her work in the Arts Centre, including her contribution to the Writers' Programme and congratulate her on her new post at the Royal College of Music.

4/08-09 Chair's Business

Tickets for members of the University Council

REPORTED (by the Chair):

That the Director of Communications had suggested that members of the University Council be invited to events at the Arts Centre.

RESOLVED:

That the Secretary discuss how best to facilitate invitations to members of the University Council and the Arts Faculty Advisory Board with the Deputy Registrar and the Director of the Warwick Arts Centre.

5/08-09 Schedule of Business

CONSIDERED:

Proposed schedule of business for 2008-09, paper ACB 2/08-09.

RESOLVED:

That the following amendments be made to the schedule:

- (a) The inclusion of the live performance programme in December 2008.
- (b) The inclusion of "Financial Issues" as a standing item, to cover fundraising and any other financial issues within the Board's remit which the Director might wish to raise.
- (c) The inclusion of a report from the Director of Music at the meeting in June 2009.

6/08-09 Butterworth Hall

RECEIVED:

An update on the redevelopment of the Butterworth Hall (paper ACB 4/08-09) together with an oral report from the Director of the Warwick Arts Centre and the Director of Operations, noting that a series of opening events was planned for October 2009.

7/08-09 Fundraising Strategy

CONSIDERED:

An oral report from the Director of the Warwick Arts Centre on the fundraising strategy including funds raised to date and future plans, noting the impact of government match funding and gift aid on the totals raised.

RESOLVED:

That consideration be given to the development of the design and presentation of the annual report, bearing in mind its potential use as a marketing document.

8/08-09 Catering and Retail plans

CONSIDERED:

An oral report from the Director of the Warwick Arts Centre and the Director of Operations on progress with catering developments in the Arts Centre, noting that the Director of Hospitality and Retail had been invited to the meeting of the Board to be held in December 2008.

RESOLVED:

That it be noted that members of the Board were concerned about the speed of progress with the development of the EAT restaurant facility.

9/08-09 Director's report

RECEIVED:

A report from the Director of Warwick Arts Centre on developments since the last Board meeting and matters of strategic substance, paper ACB 3/08-09.