

Minutes: Arts Council Meeting – 28 September 2007

Present: Angela Kummer (chair), Simon Hicks (department representative), Christiane Schlote (department representative), Cindy-Jane Armbruster (website), Regula Koenig (secretary), Annette Kräuchi (PR), Tanja Willi (treasurer)

Excused: Sandro Ilg, Alexandra de Peyer

Agenda

1. Approval of last minutes
2. Check to-do-list
3. Website: Info update, photo shoot, new domain, money?
4. New job: archives manager
5. Project proposal: workshop with Roselle Angwyn
6. Organisation and information of concert (5th October)
7. 10-year anniversary in 2008
8. Date for General Assembly
9. AOB

1. Approval of last minutes

The minutes of the last meeting are approved by everyone present. Angela thanks the secretary and all the members who have contributed for their work.

2. Check to-do-list

- Matt is going to assemble a list of venues as soon as possible.
- Cindy was paid the money for the flowers (65.10).
- Inventory: a list of costumes and props was made and will be online soon (there is also a copy in the folder of the Arts Council). The old material of the Swiss British Society was sorted out and Angela asked the department about their old things in the cellar. The Arts Council decides that should the department decide to clean out the cellar, the Arts Council would also clean out all the scenery that is now left downstairs.
- Regula made posters to advertise the Sleeping Beauty DVDs, but so far only pre-ordered DVDs have been sold.

3. Website

Cindy proposes to either have a photo shoot or to send her digital photos of all the members of the Arts Council so that she can put them onto the website. It would be helpful for people to know what the members of the board look like in order to approach them personally.

Cindy reports to the Arts Council that not all updates are complete but that she is working on it. She asks the members to send her future information in digital form and already in the final version (if possible) so as to make it easier for her to keep the website up to date. Cindy also asks us to comment on/criticise the website.

Since the Arts Council website will be rather large (because we put up films of productions as soon as the selling process is over), the 'Informatikdienst' would prefer not to host us anymore. Cindy offers to create a new domain at 'Dreamhost', where we would pay approximately 150.- SFr per year. The advantages are that the host is reliable and has a good reputation, that we would be independent and that we would have 150 GB available for the site. Tanja suggests that we use the approximately 170.- SFr which the interest on the bank account gives us every year for the financing of the website. The council agrees and votes 'yes' for a change of the host. The new domain name will be: www.artscouncil-berne.ch.

Angela also proposes to pay Cindy now the promised amount of 500.- for her excellent work on the website, and all members approve.

4. New job: archives manager

Angela suggests that in order to support Cindy with her work on gathering material of old and new projects, we should have a new 'job' of an archives manager. This manager would gather information about projects and put it into the folder, as well as make sure that Cindy receives it in the appropriate format for the website.

It is proposed that before agreeing to sponsor a project, a contract (in writing, with signature(s)) should be drawn up between the Arts Council and the project manager(s) which would clarify the following things:

- The project manager(s) will provide information on how they spent the money given by the Arts Council and they will hand in an account of their finances in the appropriate format for the treasurer (Tanja) to work with.
- Also, information on their project will be handed in, consisting of flyers, posters, schedules of performances, number of visitors, programme, reviews, etc. This information will of course vary depending on the project.
- This 'package' should arrive no longer than one month after the completion of the project and will be handed in to the archives manager, who will see to it that all information gets passed on to the right people (website manager and treasurer) and will be filed in the folder of the Arts Council. If the project manager(s) want to use the newsletter and the website to advertise their project, then they should hand in whatever advertising info they have before the date of the project, so that the PR-Person can use that information in the next newsletter.

Christiane Schlote volunteers to draft such a contract for the next meeting and Regula Koenig offers to take over the job as archives manager.

5. Project Proposal: Workshop with Roselle Angwyn

Simon informs the Arts Council about the workshop with Roselle Angwyn. He has contacted her and organised the workshop and now asks the Arts Council to sponsor the event with 500.-. Simon would like the event to be advertised widely (Annette will write a newsletter informing the subscribers about it) and to make it open to everybody who is interested. However, no more than 30 people should attend. All members approve of the proposal and Simon will let Tanja know whom to pay as soon as possible.

6. Concert on the 5th October

Publication of the Arts Council Promotion Concert is going well, but the helper's list is not very full yet. Regula will print out some more lists and will give them to Simon to hand around in his classes.

Angela will put together information on the Arts Council and will set up an information desk at the event, where people will be informed on the AC. Also, she needs members of the board to be there in order to represent the Arts Council (both behind the information desk and at the event itself). Tanja volunteers to help with the information desk.

Also, it is decided that at one point all the members of the Arts Council (who are able to attend the concert) should be introduced on stage. Regula suggests that Angela should contact Franz since he will probably be the one leading through the evening.

7. 10-year anniversary

8. Date for GA

The council decides to postpone points 7 and 8, since time is running short.

9. AOB

- Angela asks for 24.- for the goodbye presents of former members and the Arts Council approves the payment.
- Tanja will put together a list with information about the bank accounts of every member of the board in order to make future payments to members easier for her. She will ask the members to correct/complete this list at the next meeting.
- Tanja will contact Sandro about the film club in order to clarify certain issues (how the money should be used, etc.).
- Simon asked Franz Andres Morrissey to be his successor and Franz has agreed to take over Simon's chair on the board (starting in spring term 2008).

The next meeting will be arranged by Doodle.

Minutes: October 1, 2007 by Regula Koenig