

**CINENOVA BOARD MEETING
WEDNESDAY 29 JANUARY 1997 6.30PM**

Minutes

1. Present: Helen; Laura; Kavita; Julia; Paula; Maggie; Azza; Margaret; Deborah
Apologies: Kate; Corinna

2. The minutes of the last meeting were accepted.

3. The annual accounts were presented and signed by the company secretary and another director. They were then to be filed at Companies House by the 31 January deadline. Helen again expressed dissatisfaction with Calloways, who continually made mistakes in the accounts and presented them in a very poor way. Margaret is looking in to the possibility of making an arrangement with Sayer Vincent or another of her contacts to do our accounts more efficiently.

The quarterly accounts to 31 December were presented. The main points were a slight decrease in expected sales due to old equipment being out of service prior to the new Lottery equipment being installed. Otherwise the figures show that Cinenova is largely on target and that the decrease in spending on salaries and marketing has helped to redress our deficit, although this is clearly another factor why sales have been down. We now appear to be heading for a small surplus on the year instead of the £2000 deficit originally forecast.

4. The equipment for the new video edit and viewing suite has now been installed by VET. Helen, Laura, Corinna, Sarah (volunteer) and Vicky (student placement) have received training from VET on the basic operations of the suite and it is now up and running. Work will now start on the leader commission and buying the remaining computer equipment.

5. Vicky Thomson, our placement from the BFI MA course, has now started and is introducing herself to the work of Cinenova by viewing significant work from the catalogue. A meeting has been arranged between Christine James and Nicky North from the BFI, who are supervising the placement, and Bev Zalcock and Paula who have been commissioned to do the writing, to discuss the work required to progress the project.

6. Any other business

i. Karen Dowell and Catherine Des Forges have both expressed interest in joining the Board. Margaret added that Vivien Enharo may also be interested. We currently only have one vacancy so it was decided to speak to Vivien first as her skills as a solicitor would be very useful. It was decided that a top priority in finding new members must be to address representation on the Board which is currently predominantly white.

ii. With regard to a previously discussed problem in finding money for print costs, Maggie said she may be able to help in raising some money to cover the cost of a print of THE LOST GARDEN, a Canadian documentary about the life of Alice Guy.

iii. We have been having a problem with the bank in getting Laura authorised as a signatory to the account. They have now asked us to complete a new mandate for the account and supply a copy of our certificate of incorporation and articles of association. The signatories required were listed as any two directors or any two employees for the time being".