

**CINENOVA BOARD MEETING
TUESDAY 3 JUNE 1997 6.30PM**

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

2. The minutes of the last meeting were accepted.

3. Staff: Helen informed the Board that she had been offered the post of Curator at the London Filmmakers Co-op so was handing in her resignation. She gave six weeks notice so will be leaving Cinenova on 18 July but her last week will be taken as annual leave. There was a discussion about the recruitment of a new member of staff. Margaret had suggested contacting the shortlisted candidates for Laura's post but the Board thought this would not work as the most likely candidate had now found a new job so was unlikely to be interested and the remaining two, despite having some useful skills, would probably not be suitable. It was decided to advertise in The Guardian again but also to post the ad on the World Wide Web. Ideally the ad should appear on Monday 16 June, but this may be difficult as Laura is on annual leave from 13 to 23 June. The Board asked the staff to re-consider the job descriptions for each post in order to take best advantage to Laura's particular skills. The interview panel will be Laura, Azza and Margaret (proposed in her absence).

4. Laura reported that the books are almost ready for audit and that James Husband from Calloways would be collecting them in early July.

5. The lottery project work is almost completed. VET will be delivering the portable video deck and monitor for use by clients with disabilities shortly. The leader commission application forms have gone out. We have experienced a problem with duplicating 200 individual leaders to be attached to each 16mm print. The cost was worked out by foot but most labs will not be able to process the prints in that way. It has been suggested that Bucks have the facilities to do this so we will suggest the filmmakers contact them. Azza will also investigate the possibility of Todd AO be able to do the video transfer. It was also suggested that, if possible, we purchase a new fax machine and answering machine as part as the lottery project because both these pieces of equipment need replacing urgently. The fax is working so slowly that our fax bills have been very high.

6. All the tapes and films have been despatched to the ICA for the Once Upon a Time... season. Helen stressed that it is very important that our ICA seasons are supported as the ICA will discontinue them if they do not cover their minimum guarantee.

7. The Companies House returns were completed.

8. Helen reported on the festival visits to MediaWave in Gyor, Hungary and the IV International Women's Film Festival in Minsk. MediaWave was fraught with problems and despite that the Cinenova programme had an attendance of about thirty people, it was screened at the same time as a rock band was playing outside the cinema, the video projector had not been tuned in properly and two of the films were missed out of the programme. By contrast, the Minsk festival was very well organised and many filmmakers and festival programmers for across Europe and the US were there, including Margaret from Berlin Panorama and Debra Zimmermann from Women Make Movies. The Cinenova programme was very well received by the audience and at a press conference afterwards.

9. Any other business:

i. Deborah announced that she will be leaving for Australia for six months at the end of June. She gave her apologies for the remaining meetings of the year.

ii. The Board decided that they would personally like to support the Rio's Lottery appeal as the Rio has always been a firm supporter of Circles and Cinenova. The Board and staff made personal donations to the appeal and Cinenova will make the amount up to £100 in order for a seat in the re-furbished to be named after Cinenova.

iii. The date of the next meeting was moved forward a week as a result of Helen leaving and it will remain on a Tuesday for a while as Laura is taking an Internet and WWW page design course on Wednesday evenings. The next meeting will be 6.30 on Tuesday 8 July.