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CINENOVA BOARD MEETING  
TUESDAY 8 JULY 1997

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

2. The minutes of the last meeting were accepted.

3. Staff recruitment and work placement. After lengthy discussion about staff restructuring and the division of tasks, it was decided to keep the two core roles as they were, but that care should be taken to ensure an equal distribution of the work load and responsibilities. These two roles form a creative team and provide Cinenova with a solid base from which to develop. It was decided that the job titles should reflect the level of responsibility attached to the roles. It was, therefore, agreed that the titles *Acquisition and Distribution Manager* and *Finance and Marketing Manager* were more suitable. It was decided to make best use of our staff by appointing Laura to the position of Acquisition and Distribution Manager. This would make better use of her project & development skills, contacts and curatorial knowledge of our catalogue. We would therefore advertise for the post of Finance and Marketing Manager. An ad. will be put in the Guardian on Monday 21 July. Again, LfVDA may be able to help with the cost of the ad. For office cover in the meantime, Bianca Adefarakhan will work two days per week and Karen Dowell will work one day per week. In order to keep within our budget we will only be able to afford 3 days per week cover, at the freelance rate, allowing for crossover wages and a contingency fund of £350. Laura will be working four days over this period but realistically it may be necessary for her to work five days, in which case she should be paid. Hopefully this interim period will only be for a little over two months, as we would hope to have the new member of staff starting in late September. We will also be getting a work placement from CITE. Interviews for the placement will take place later in the week.

4. Lottery project completion. Helen has sent in the second batch of official invoices. Remaining work to be done includes: computer workstation design and kit out, upgrading of our admin PC's, production of a general Cinenova leaflet and the production of the leader. The Board looked at the submissions to the leader competition and decided on the entry by Marjut Rimminen.

5. The Education project is to be completed in September when Sandra Plummer has completed her written work. The design and print has already been arranged and the BFI are handling the inputting of the text onto the DTP package. Laura will meet with Sandra, Nicky from the BFI and possibly Trish for the final edit stage before printing. Bev has made up the master for her tape compilation for Package One and Sandra will get hers to us by September for Package Two.

6. Helen has met with Tina Keane who is providing the written work for the leaflet to accompany the tour package. Helen has also written to the filmmakers to ask them to contribute a short paragraph about how they see their work now. All the text has a deadline of 15 August. Laura will manage the project from here on including producing publicity materials and marketing the tour.

7. Laura presented the quarterly figures. Booking and hires are largely on target, with a slight dip in VHS sale figures. It was suggested that a targeted mailshot to university libraries might help pull the figures back up.

8. There was no other business so the meeting was closed.