

MINUTES
CINENOVA BOARD MEETING
WEDNESDAY 8th OCTOBER

1. **Present:** Alex, Laura, Elaine, Margaret, Maggie, Julia, Kavita.
Apologies: Corinna, Kate, Paula, Deborah, Azza.
2. **Minutes:** The Minutes of the meeting of August 27th were read and accepted.
3. **New member of staff:**
Alex Fenner Cinenova's new Finance and Marketing Manger was introduce and welcomed.
4. **Finance, cashflow and deficit**
Cinenova's financial position was discussed briefly. No figures were ready to be presented at this meeting, however Alex and Margaret will be working on developing a new financial system and figures will be presented at the next board meeting.
5. **IT Systems**
The admin computers we are currently working with in the office are now over 5 years old. They do not have sufficient memory to run decent software and are slowing down our admin capabilities considerably. We brought in a PC consultant to look at them with a view to upgrading, however it would seem they would not be upgradable without spending more money than a new PC would cost. We are therefore looking into the possibilities of raising the funds to buy 2 new PC's for the office.
6. **Project updates:**
The **Film Tour** is still held up awaiting the contextualising essay. Everything else is ready; a new designer has been briefed, all the images and synopsis outlines are in (although we have not started editing until we receive all the text) Laura to chase the essay. The **leader** should be arriving with us any day now. **Lottery Update:** we are waiting for a final instalment of furniture from VET, and the invoice from Jigsaw, completion of the leader and a few more ends to tie up. A full report on our lottery project should be available for the next meeting. We hope to continue our slot at the **ICA Broads Perspectives**, Tony Warcus, the new curator has expressed an interest in its continuation and would very much like to see the Women and New technologies go ahead. Kavita and Julia to get moving on their programme and Laura to give Tony Kavita's email number. Tony also expressed an interest in the **Queer Core Girls** Programme Laura curated for the LUX - he would like to see a season develop from it for the ICA. We could use the opportunity to bring in new work and to contextualise some of our older 'radical' work i.e. Vivienne Dick's work. **Education Project:** no news on the second education pack we are waiting for Sandra Plummer to send us the copy.

7. **Royalties**

Alex is currently going through our royalty payment system. Several mistakes had been found which led to going through the whole system and back over a couple of years. She is also looking at opening a new bank account which would allow us to pay Royalties electronically or at least provide a better service than our current bank offers.

8. **Acquisitions and selection panel**

The acquisition selection panel is due to meet 28th October and again on the 26th November. Laura has viewed all the submitted material and has pre-selecting the titles to go to the panel i.e. those that would be border line for acquiring and should be seen in context and by the panel.

9. **New catalogue and fundraising.**

We are currently working towards producing a new catalogue for 1998. The Arts Council of England has indicated that they would consider an application from Cinenova for support if their funds were heavily matched, as not all the titles we distribute are by artists. Laura to work on fundraising plan toward this and the development of a new web site and on-line catalogue.

10. **Marketing & income generating strategies.**

The new Mac has now been set up to facilitate and develop our marketing strategies. The Mac now houses a series of databases and contact lists, press packs, packages etc. A database has now been set up to develop initiatives to increase sales and hires to Television and the Education sector. **Broadcasters Sales:** Stage one: Initial contact by telephone; using our broadcasters contacts list, Rosemary the placement from CITE, has called nearly one hundred stations and purchasing/programming departments to get up-to-date contacts and to check the details we hold. The list is now ready for use to develop the contacts and promote our work to them. We will be embarking on a similar exercise to develop our contacts in the field of further education, those who hire and teach the work, and the libraries who purchase and archive teaching resources. Other contacts to chase up and suggested were: the GUU user survey and multi-cultural programming at CH4, Jasmin Anwar.

11. **Any other business**

Kavita announced that she may not be able to attend the next couple of meetings as she will be taking maternity leave. The board expressed their congratulations and that we may have a new addition to the board.

Laura will be taking 3 days off next week time-off in lieu.

NB Please remember to call Cinenova on 0181 981 6828 to give your apologies if you are not able to attend meetings.