

## Newbiggin Arts Centre

### Committee Meeting Minutes 24<sup>th</sup> November 2020

Chairman Steve Wilkinson opened the meeting.

Present: Steve Wilkinson, Susan Case, Keith Robson, Valerie Hearn, Diane Gough, Fiona Rowley (by Zoom)

**1. Apologies** from Heather Peel, Christine Davidson, Susan Nicholson.

**2. Minutes** of October Meeting were passed and accepted.

#### **3. Matters arising**

Rodney James discussion; Steve, Sue and Keith met with Rodney and the meeting was constructive. Rodney is to get back to us with his findings in December.

Cheques; the apparent reason for the bank returning the cheque is that the cheque **needs to be written out by one of the recognised signatories**. On this occasion Steve wrote it while he was not a signatory. But, this is now resolved. ( See Governance)

No reply has been received from our landlord re our proposed C. Heating and Shutters.

#### **4. Health & Safety**

Nothing to report; all the systems are in place and working well

#### **5. Re-opening plan and booking system trial**

If the Government place Northumberland in Tier 2 on December 2<sup>nd</sup> we can return to Covid workshops as before. However, if it is Tier 3, we will remain closed. The good news is that we have made a successful application for the monthly COVID grant that will cover our operating expenses. As yet we have not received any confirmation that we will receive it, but remain hopeful.

**Post Meeting Note:** Northumberland has been categorised as Tier 3; so the NAC will remain closed until the regulations are lifted.

Whereas retail shops can reopen on 3<sup>rd</sup>, we will not be reopening as it would possibly negate the terms of the grant; we are primarily a workshop facility that requires large numbers of the public to attend on a regular daily basis, as opposed to a retail shop, so therefore we will remain closed.

As the windows may be open displaying our theme for Christmas, a large notice will be displayed on the door to make sure people are aware we are closed due to Government COVID Tier 3 restrictions.

The booking system trial worked out well, most people found no problem. It was decided to remain as we are at present. When the workshops re-start, we will inform everyone of the new system, on a session-by-session basis. The new system will be rolled out sometime in the New Year, depending on when the restrictions are lifted.

Everyone on the committee will be copied in to the booking form so that they know how many and when the booking slots will be filled, and who will be facilitating on each day.

Fuller explanations will be sent out to everyone, with a summery box with step by step instructions. Val will produce this document.

Steve is more than happy to provide a training session on how to use/book a slot, as well as, at a future date, a session for members who may struggle with using their mobile, for other than phone calls, such as accessing the internet, apps and emails.

Initially Steve, Keith, Val and Sue will act as facilitators for workshop slots until the new booking system is implemented.

Tues	Keith	10-12		
Wed	Steve	10-12	Sue 1-3	Sue 6-8pm
Thurs	Steve	10-12	Val 1-3	Steve 6-8pm
Fri	Keith	10-12		

## 6. NAC Communication plan

Val's comms plan is to be a living document explaining who and what we are about, encouraging people to use the Centre with short term and long term plans, our aims and objectives, with no specific use of the term '*amateur* artists'.

## 7. Logo Competition

Still ongoing; a basic idea was chosen: creative and community. Keith is working on a design, and will circulate before the next meeting. The logo is needed as a letterhead for the bank and the national lottery (for which a temporary one was chosen).

Steve's colleague produced an animated re-opening announcement. This was received very well. This needs to be on our web site and posted on Facebook, as a visual image; everyone agreed.

## 8. Governance

Bank account changes; in order to operate, money was transferred into our new Halifax account. After 12 hrs on the phone and 3 less than satisfactory visits to the Barclays bank due to Covid restrictions, a letter is to be sent to Barclays closing the account.

Card reader/Shop /opening; we have purchased a card reader and Steve will provide a training session for people who will be using the system and a training manual for use in the Centre shop and for commission sales.

Also a vote was taken about the use of a PayPal account so we can use it to pay for our SAA account in a safe and secure way, as well as other secure purchases and donations; no objections.

**Post meeting note;** The PayPal account has been opened and linked to our SAA account. As we are a charity, the fee has been reduced on both card reader and PayPal transactions

## 9. Filing System

Steve has 6 sets of keys for the filing cabinets. Steve will go through the filing systems individually to explain 'what and where', as well as how to use the Laptop and issue keys to those who need them.

## 10. Monthly Financial Report

Balance £7,349 in combined accounts, our November income was £250 and £1,700 expenditure on rent and refurbishment, so we are presently running at a loss, which is to be expected

11. **Northumberland Lottery** We have received £160 from the Northumberland lottery to date, with a yearly projection of £208. Northumberland lottery will be advised of our new account to pay in our share.

## 12. Windows

Thanks were expressed to Keith, Diane, Wendy and Sue for the windows dressing and to everyone who helped supply Christmas decorations.

## A.O.B.

**Close for Christmas 3 pm 23<sup>rd</sup> December, reopen 5<sup>th</sup> January 2021 (subject to COVID regulations).**

**A very Merry Christmas to one and all**

**Next Meeting: Monday 21<sup>st</sup> December 10:00 Live and via Zoom**

30<sup>th</sup> November 2020