



## **Newbiggin Arts Centre Committee Meeting Minutes - 10th May 2021**

**Chairman** Steve Wilkinson opened the meeting.

**Present** Steve Wilkinson, Sue Case, Keith Robson, Valerie Hearn.

**Apologies** Heather Peel, Fiona Rowley, Sue Nicholson, Diane Gough.

Minutes of the previous Meeting were passed and accepted.

**Agenda Items 1-7** will be carried over until the May 31<sup>st</sup> Meeting.

**Agenda 8 Schedule for work for Front street Premises;** the committee was asked to look at the updated schedule for comment, and everything appears to be covered - blue areas indicated a request for volunteers. Tuesday and Wednesday, have now been covered.

The joiner has been delayed, hopefully to start on Tuesday.

Diane is awaiting Surgery, she is unable to help Keith out at present as a member of the hanging committee, Volunteer needed please.

**Agenda 9 Covid requirements for re-opening:** Masks; whilst sat at work place no mask, if moving about mask to be worn. Temperature measuring and hand cleansing to continue, as well as contact details to be completed and using your own materials and rule of 6.

**10 Rota – opening:** Most members have replied to Steve. While some places are still available, those who did not reply for some classes have forfeited their place to others on the waiting list. After the 21<sup>st</sup> of June, restrictions will be lifted and we will be allowed to return to larger classes again.

**Agenda 10 For re-opening workshops** We need more members / interested artists to help in the running/administration of classes and workshops. Over the next few days, Keith is meeting several artists who have shown an interest in our venue as well as our classes and workshops with a view to engaging them and bringing them on board as lead persons/ tutors.

**Agenda 11 other issues for re-opening** We need pictures to hang, Val and Steve to request folks to bring their pictures in for consideration, by news letter May 13a, and email.

Pictures will be hung in the front window, Acrylics will be fine in high temperatures, owners of oil and watercolour will need to take into consideration the heat generated

by the sun on watercolour and oils if placed in the window. Due to this, the window display will need to be changed more regularly.

**AOB** The Chair has been approached with regard to handing over the lease of Gibson street to another business, everyone present agreed to hold onto the premises with a view to inform the said person if our plans do change in 2022.

Key holders at present for Front street Steve, Keith, Val And Sue.

A date has been set and agreed upon for an Official Launch/Opening Ceremony of Front Street, with a buffet for 40 invited dignitaries, during the afternoon of the Mon 21<sup>st</sup> June. Caterers will be approached for prices.

All members of Newbiggin Arts Centre are invited to the Late afternoon /early evening buffet.

Children`s group to be discussed next meeting.

Mirror to be purchased, towel dispenser ordered - due 13<sup>th</sup> May

Sue to buy cleaning materials.

Floor is vinyl so we can use a steam mop; presently we have a swiffer - a new one is on order.

Curtains can be steamed, and will remain in situ.

Oil group on a Tuesday will still be held at Gibson Street.

Table top sale to go ahead – date to be advised.

### **Alarm system**

Door; press 'f & bell' (orange and green) to turn on/off the door and wall alarms.

**Next Meeting:** Monday May 31<sup>st</sup> 10:00am - Venue Front Street

26<sup>th</sup> April 2021 Due to pressing family commitments Christine Davidson is to resign.

**Chairman`s Report** handed out.

**Matters arising**

**1-7** Will be covered on May the 10<sup>th</sup> the meeting`s purpose is to concentrate on the new premises and the reopening post- Covid.

**8-11** covered the Financial Report to support the new premises, Worse Case sScenario, the Relocation of the Community Chest Grant and Running Two Premises – Philosophy

**12 The Front Street Layout** was presented and discussed.

**13 Shopping list** of items required for the new premises was agreed.

**14 Schedule of work** in readiness for when the contract is signed and keys are exchanged, Steve to request help when needed by emailing members.

**15 Shop sign** several designs were presented and one was chosen as well as where to put information, contact detail`s. and charity number, all in agreement.

**16 Painting exhibition(s) on reopening** a theme was discussed and it was decided that everyone would be invited to offer their best paintings for consideration for the opening displays in both venues, also a notice stating “coming Soon” to be displayed at Front Street. The theme being

**Out of Covid**

The placing of a permanent tv screen To be sighted next to the shop display was agreed.

**17 Opening** was discussed at present to use the system set out at an earlier meeting, consisting of groups of 6 but the need for more volunteers to help run groups in future is needed

**18** Discussion has taken place with the Arts council re funding and the possibility of being able to employ 2 people to man the premises. It was suggested that the proposed arts fair with the help and support of S. Peel be called a **Festival** not fair. The Arts Council appears excited at the thought of a Festival / Fair in Newbiggin and large sums of money may well be available, the kudos will be our's.

**19** A statement on financial reserves was sent out to the Trustees, as a safety net, all agreed to the proposed reserve of finance's prior to the meeting.

#### **AOB**

An official Opening will be arranged In June, where the Local Council, Press, and other dignitaries will be invited, to a Cheese and wine buffet.

Restarting of the children's group with the resignation of C Davidson, Keith has agreed to help run the group, setting up is best left until June with the lifting of restrictions, and can be discussed at the next meeting.

Next Meeting

Monday 10<sup>th</sup> May 2021 at 10pm