



Newbiggin Arts Centre Committee Meeting Minutes

Monday, 28th February, 2022

Present: Steve Wilkinson, George Stoker, Sue Case, Valerie Hearn, Fiona Rowley, Ted Taylor, Heather Peel

Regrets: Linda Rollinson, Keith Robson

Minutes of the previous meeting were accepted

| | Topic | Key Points | Action Items |
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| 1. | Matters Arising | <ul style="list-style-type: none"> • Steve and George still working on Arts Council grant which needs to be completed before developing the proposals for interns • Linda to sort out shop when she is back from holidays • Photo club to go ahead, but Keith Dowling will not be joining the committee at this time • Keith and Ted still need to meet to discuss the costs involved in setting up for printing classes • Ted has confirmed that there is no H&S issue regarding the toxicity of the resin that would be used (as long as there is adequate ventilation) | <p>George to contact the university to let them know we are still interested in an intern</p> <p>Linda to revamp the shop by end of March</p> <p>Ted and Keith to meet to discuss printing costs by end of March</p> |
| 2. | Financial Report | <ul style="list-style-type: none"> • Steve still experiencing problems with closing the Halifax account and direct debits re-assigned to Lloyds account (O2 account) funds but hopefully both issues will be resolved shortly • Monthly income from classes/groups increasing, up to £1,860 in February (less grants!) | <p>All to submit ideas for Jubilee by 28th March</p> <p>Steve to build partition; work to be done asap</p> |

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| | | <ul style="list-style-type: none"> • Steve has been sourcing potential suppliers of IT equipment, e.g., laptops • There is a potential £500 grant that can be used for Jubilee celebrations; requesting ideas from committee members as to how it could be best used • Ted’s exhibition has been extended to middle of March; as a result of his exhibition and publicity, we have gained 6-10 new members! • We will be moving from using milk pots to milk bottles in approximately two months, due to monetary and environmental savings • There is a need to extend the wall separating the studio from the office up to the ceiling. This will allow for new hanging system as well as provide privacy for the office | |
| 3. | Health & Safety | <ul style="list-style-type: none"> • For the short term, we need to discourage the use of china cups due to hygiene concerns. • Steve will be purchasing a dishwasher and once installed, we can go back to encouraging the use of china cups | Session leaders to ask members to use cardboard cups for the short term |
| 4. | NAC Communication Plan | <ul style="list-style-type: none"> • We need to collect contact information from new members, making sure it is legible. We can do this by asking them to send an email to ‘register’. • Our one-year anniversary is coming up—18th May—and through wide-spread communication, we can use this to encourage new members to join • Briefly discussed organising a celebration, but need to follow up to make decisions as to what we are going to do • We will use the anniversary to exhibit the members’ art, so it is important that the leaders of sessions let people know we want their art! This will be included in this month’s newsletter • Mail chimp is working well; Valerie to learn how to use it | <p>All to ask potential members to send email to George to register</p> <p>All session leaders to ask their members to think about creating something to display—ongoing reminder</p> <p>Valerie to meet with Steve to learn mail chimp by 5th March</p> |

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| | | <ul style="list-style-type: none"> We now have 179 people on our database, with 120 who are active participants! | |
| 5. | Governance | <ul style="list-style-type: none"> Sue will be validating the children's contact information and then create a distribution list for mail chimp Fiona to help Valerie with FB; she will also talk to a contact to help with IT The idea of having a logging in system for sessions was discussed. George will be looking into it. We have some new phone numbers as follows (this information to be included in the newsletter) <ul style="list-style-type: none"> Steve: 07584852285 Fiona: 07584852332 (Support Services) George: 07766856365 (General enquiries and club/class registration, cancellations, etc.) | <p>Sue to validate contact information by 15th March; Steve to create distribution list by 20th March</p> <p>Fiona and Val to meet by 28th March</p> <p>George to research log in systems and provide recommendation to the committee on 28th March</p> <p>All to update phone numbers!</p> |
| 6. | A.O.B. | <ul style="list-style-type: none"> Kevin Dowling will be running a beginner photography class (eight weeks duration), starting 28th March. It will be a two hour session, from 10:00 – 12:00, at Gibson St. Each session will cost £3. Maximum 12 members. The issue of class size and management was discussed. We are experiencing fluctuating numbers; new members just 'showing up' without registration, members dropping out without notification, etc. We agreed that we will have a maximum of 16, people who are interested in attending must register with George, and people who have not turned up for three times in a row without a good reason | <p>Valerie to include article on the new photography class in newsletter by 6th March</p> <p>All to ask potential/current members to contact George as required</p> |

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| | | <p>(and notification) will not be guaranteed a place in the event their session is full.</p> <ul style="list-style-type: none"> • We need people to open up on the weekends—George will run the centre on Sundays. Sue has enough people for the month of March to open on Saturdays, but will be looking for people in April. It is important that whoever runs the centre knows how to use the pay system. • Friday afternoons are still open for a new club/class should anyone want to run one (or know someone else who would be interested) • Steve is looking for ideas from the committee as to what projects we would like to undertake in order to apply for the relevant grants | <p>All to send ideas for potential projects to Steve by 28th March</p> |
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Next meeting: Monday, 28th March 2022 at 10:00 a.m.