



# Newbiggin Arts Centre Committee Meeting Minutes

Monday, 28<sup>th</sup> March, 2022

**Present:** Steve Wilkinson, George Stoker, Sue Case, Valerie Hearn, Fiona Rowley, Ted Taylor, Linda Rollinson

**Regrets:** Heather Peel, Keith Robson

Minutes of the previous meeting were accepted

	Topic	Key Points	Action Items
1.	<b>Matters Arising</b>	<ul style="list-style-type: none"> <li>The partition is almost built, new hanging system expected end of April</li> <li>Sue has provided Steve with the validated information for the children’s group</li> <li>Fiona and Val have not yet met to discuss FB; there is a possibility that Val may be able to access some online learning via the council—Fiona to get more information</li> <li>Ted and George have provided Steve with some ideas for future projects (needed for grant applications). Steve has extended the deadline to give the committee an added opportunity to provide suggestions. Projects can include ideas for new courses, one-offs, excursions, etc.</li> </ul>	<p><b>SW to add children’s information into DB</b></p> <p><b>V&amp;F to meet to discuss FB 29<sup>th</sup> March</b></p> <p><b>All to send ideas for projects to Steve by mid-April</b></p>
2.	<b>Financial Report</b>	<ul style="list-style-type: none"> <li>We are doing extremely well financially, setting a record for income in March!</li> <li>Based on income and outgoings so far, projections show that we are self-sufficient</li> <li>Still delays in closing Halifax account</li> </ul>	<p><b>G to complete AC submission by mid-April</b></p>

		<ul style="list-style-type: none"> <li>The application for the Arts Council is almost complete—George just working on the environmental impacts</li> <li>New dishwasher arrives 31 March (dishwasher provided by council in lieu of £)</li> <li>Received notice from council that both premises are completely free from rates</li> </ul>	<b>SC to provide SW the details for the £300 the Dolphin project grant</b>
<b>3.</b>	<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>New ladder in place; additional ladder required for Sue to ensure 'good fit' for her needs</li> <li>New storage system required for Gibson St to ensure safe access to all shelves/storage</li> </ul>	<b>SC to source new ladder</b>  <b>SW to apply for grant &amp; purchase new storage</b>
<b>4.</b>	<b>NAC Communication Plan</b>	<ul style="list-style-type: none"> <li>George suggested a new name and branding that would highlight other arts related activities: Creative Newbiggin. All agreed it was a good idea, but as this requires physical changes and associated costs so soon after just launching NAC, we could look at how we can move towards it by introducing the concept in our communications.</li> <li>Val will create a new standing section in the newsletter with the heading 'Creative Newbiggin' and has asked that all committee members that are leading and/or facilitating activities to send information to her</li> </ul>	<b>All to send upcoming events' information to V by 1 April for inclusion in April's newsletter</b>
<b>5.</b>	<b>Governance</b>	<ul style="list-style-type: none"> <li>Sue Nicholson has been removed from the trustee registry</li> <li>Lots of discussion around the definition of 'employee' and the relationship between us as a charity and the individuals that do work for us, e.g., our cleaner</li> <li>Work still needs to be done to determine the scope, roles, and responsibilities for the positions of Project Manager and Administrator</li> <li>Lots of discussion around roles and responsibilities re booking and managing sessions. It was agreed that we need to have a duty of care when it comes to the kinds of events we will 'lease' our</li> </ul>	<b>SW to contact CVA for advice re 'employees' and contractors</b>  <b>F to create booking form by mid-April</b>

		<p>premises to for external users. Fiona will create a booking form that will be required for booking the premises that will provide clarity.</p> <ul style="list-style-type: none"> <li>• <b>In order to prevent confusion, double booking, and potential for ‘dropping the ball’, it was agreed that George will be responsible for booking and managing external events and managing the registration and attendance for NAC classes and clubs. Sue will be responsible for managing cover for NAC classes and clubs.</b></li> </ul>	
6.	A.O.B.	<ul style="list-style-type: none"> <li>• A two-part proggy mat workshop will be held on 9<sup>th</sup> &amp; 10<sup>th</sup> of April. A £3 fee for each participant will be paid to the NAC. Linda will open-up and close the studio on the 10<sup>th</sup>.</li> <li>• The committee agreed that the hanging committee (Ted and others tbd) will make decisions based on the appropriateness (i.e., not offensive) rather than quality of the artwork. The focus will be on the members’ rather than external artists’ work, except for those wishing to rent the wall. It is thereby important that all the leaders continue to encourage the sessions’ participants to display their work!</li> <li>• Val will be asking for volunteers to join the hanging committee in the newsletter and Ted has volunteered (with Fiona’s help) to run an informal workshop on how to curate committee.</li> <li>• Cover for Saturdays through April at Front St: <ul style="list-style-type: none"> <li>○ 2<sup>nd</sup>—Ted</li> <li>○ 9<sup>th</sup> – George (in conjunction with proggy mat session)</li> <li>○ 14<sup>th</sup> –Sue</li> <li>○ 23<sup>rd</sup>—Val and Linda (Linda to work on redesigning shop layout)</li> </ul> </li> </ul>	<p><b>V to include call for hanging committee volunteers in April newsletter</b></p>

**Next meeting:** Monday, 25<sup>th</sup> April 2022 at 10:00 a.m. George to Chair.