



Newbiggin Arts Centre Committee Meeting Minutes

Monday, 6th December, 2021

Present: Steve Wilkinson, George Stoker, Sue Case, Valerie Hearn, Keith Robson, Fiona Rowley, Ted Taylor

Regrets: Susan Nicholson, Heather Peel, Linda Rollinson

Minutes of the previous meeting were accepted

	Topic	Key Points	Action Items
1.	Resignations	<p>Resignation of Diane Gough from committee accepted.</p> <p>Sue Case to retain the audit function of the secretarial role, but the responsibility for taking and transcribing minutes will move to Valerie Hearn</p> <p>Committee agreed to a more abridged version of minutes</p>	VH to take and transcribe minutes as of 6/12/21
2.	Financial Report	<p>Monthly financial report reviewed with agreement that the Halifax account will be closed at the end of the year.</p> <p>The centre is doing well financially, with approximately £1,500 income (without grants) per month.</p> <p>Vodafone to donate 10 free SIM cards (as we are a charity) for a six month period, after which, regular costs will apply.</p> <p>Application for discretionary release of 100% council rates accepted. There was much discussion around the Craft Club and its association with the NAC. A decision needs to be made as to whether it will remain under</p>	

		<p>the umbrella of the NAC, and thereby, all finances and grant applications to be coordinated and managed via the NAC budgets, or if it should be independent, and thereby, be required to 'lease' the premises and earn and manage their own budget, as do other entities.</p> <p>The committee advised that the money recently granted by The Mercy Project to the Craft Club be deposited into the NAC account for the time being until the philosophical question regarding the status of the Craft Club is answered.</p> <p>Sue will meet with the members of the Craft Club to discuss pros and cons of remaining part of NAC and/or independence.</p> <p>With the recent grant (and as they are almost self-funding), there is sufficient funding to allow for more classes to be taught by Ted. Dates and times to be firmed up in time for the New Year, but tentatively, they will be held on Tuesday evenings, and Wednesday afternoons.</p> <p>Ted and Keith are interested in exploring the possibility of providing printing classes/workshops.</p>	<p>S.C. to gain agreement re status by year end.</p> <p>T.T. to confirm type and times for additional classes by year end.</p> <p>T.T. & K.R. to meet and review possible grants.</p>
3.	Health & Safety	<p>There needs to be a general inspection of the Gibson Street premises. A recent incident occurred as a result of a faulty ladder and a nail was found to be protruding through the floor.</p> <p>As part of the inspection, the ventilation system needs to be looked at, especially if we start to provide printing classes (due to fumes).</p> <p>Fiona has contact information (and a recommendation) for a general handy person who can provide us with general maintenance and repair services (at £10 per hr.) as needed.</p>	<p>S.W. to investigate</p> <p>T.T. to look into H&S issue re resin/fumes.</p> <p>F.R. to pass on contact details to S.W.</p>

4.	Arts Festival	<p>George provided a comprehensive overview of the contacts he has made and possible grant applications. He has been a busy man!</p> <p>He identified at least three people who are interested in exhibiting their art and/or providing workshops. He is going to take responsibility for following up with them (and others) as part of his role in managing the clubs and classes.</p> <p>George also expressed an interest in setting up a creative writing group and a photography group.</p> <p>Of prime importance, the need to set up a sub-committee was discussed. It was agreed that George will take the lead, with Fiona acting as deputy. It was also agreed that involving Angie Main who is leading the Year of Culture initiative needs to be a key member to ensure a co-ordinated approach to all of the town's activities and events.</p>	G.S. to meet with A.M. asap.
5.	Steve's workload	<p>A list of jobs that need to be done to keep the NAC operating was reviewed and discussed with the intent that Steve's workload is more evenly distributed amongst the Committee members. The new roles/responsibilities were assigned and are listed at the end of these minutes.</p> <p>There are IT related responsibilities that will require us to bring in some IT expertise (e.g., website, on-line booking system, etc.). It was agreed that we need to find someone who is experienced (thereby not a high school student intern) and will use off the shelf software.</p>	<p>S.W. to update and provide list of responsibilities.</p> <p>S.C. to contact someone who may be interested in volunteering his time.</p>
6.	A.O.B.	<p>As of 1st January, we will be modifying the Zettle system. There will be only three options when making a purchase: shop, class, and sales and there won't be a way to track inventory. This means that we need to keep track of supplies ourselves and order new ones via Steve.</p>	

		<p>There was a discussion about the look and feel of the studio. It was agreed that there are too many paintings on the walls and shelves, which don't do justice to the individual paintings. As a result, it was agreed that we will cut down on the overall number of exhibited paintings, and place a maximum number of four paintings on exhibit for any one artist at a time (apart from when they 'buy' the display walls!).</p> <p>We also agreed that the area for the shop is looking crowded and it should be rearranged to how it was: the main shelves for the art supplies, organised by type, and only the top shelf to be used for paintings.</p> <p>Ted made the kind offer to join the picture hanging committee which was gratefully accepted due to his expertise and experience....thank you Ted!</p> <p>Lastly, we all agreed that we want to see more paintings exhibited by our club and class members, so we will put a call out, via the newsletter and when we are facilitating a club/class.</p>	<p>L.R. to set up shop.</p> <p>V.H. to add request in newsletter.</p>
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Next meeting: Monday, 24th January 2022 at 10:00 a.m.

NAC Role/Job Allocation

As proposed at NAC Committee Meeting 6th December 2021. To apply until a Studio Manager is appointed.

Jobs to be retained by Steve:

Finances;

- Bookkeeping, accounts, annual returns, checking/banking cash, process expense claims, etc.
- Manage bank & PayPal/Zettle communications

Commercial & Legal

- Manage contracts for landline and broadband (BT), mobile phones (Vodafone and O2), electricity (edF), rent (NCC), rates (NCC), insurance (SAA+?), etc.
- Purchases from SAA, ebay, etc.
- Manage governance with Charity commission, PRS, CBS, etc.

Grant applications and project reports

Thursday classes and clubs

Manage Studio Manager (when appointed) and IT (and other?) intern(s)

Jobs taken on by individual Committee members:

Please advise Steve ASAP if you require a free mobile phone and/or an '@newbigginartscentre.org' email address to perform these roles.

Remember; the NAC computer(s) and printers are available for you to use to undertake these jobs. Steve will give instructions/tuition, as required.

Job / Activity	Including / Excluding	Responsible
Newbiggin Arts Festival	Excluding grants and finance	George Deputy: Fiona
Club and classes	Schedule* Online booking system * Notification of attendance Follow up non -attendance and potential re-allocation of slots	George
Librarian	Arrange library Manage book loans	George
Rota for studios/shop manning*	Finding cover for tutor/ leader when unavailable Produce list/chart for noticeboard	Sue C.
Shop Inventory	Regularly check stock and advise Steve of any purchase requirements	Linda (to be confirmed)
Maintain workshop stocks (paint, paper, canvasses, consumables, etc.)	Advise Steve of any purchase requirements	Linda (to be confirmed)
Exhibitions & displays	Hanging for exhibitions Labelling & advertising (posters & external) for exhibited artwork Artist exhibition booking and schedule maintenance	Keith Sue N. Ted
Complaints and issues	Telephone helpline??	Fiona
Website maintenance*	Sue Case to confirm interest from contact	TBA
Facebook maintenance*	Instagram	Valerie
Putting bins out on Tuesday morning (before 10:00)	Key in safe	Tuesday morning lead – usually Keith

Maintain contacts list of all members *	Associates and businesses, etc.	TBA
Produce other posters for Centres	Design, print & laminate (as required)*	TBA

* assisted by IT intern?

Jobs to be shared by ALL Committee members

- Man studios for opening (until studio manager is employed)
Manning required when no 'supervised' classes/clubs are taking place
Aiming for coverage of at least 10-4 every day (10-3 Sundays) – Timings will then be posted on Google
 - Liaise with Sue C. to record coverage and find stand-ins when required
- Clean brushes and palettes
 - Encourage class attendees to clean equipment; but, clean any shortfalls
leave all equipment and kitchen in good state
- Fill watercolours palettes
 - On a regular basis during lessons and occasional blitz, if required
- Take rubbish to bins
 - Particularly before collection on Tuesday mornings
- Refill drinks machine dispenser
 - Refills in drawers, or if empty, bulk storage in cupboards and rack (milk)
- Top-up paper cups dispenser and biscuits tray
 - Refills in drawers, or if empty, bulk storage in cupboards
- Empty used sachets tray and clean drinks machine

- Replace toilet rolls
- Studio maintenance and repairs / decorating (possibility of utilising handy man – ref. Fiona)