



Newbiggin Arts Centre Committee Meeting Minutes

Monday, 25th April, 2022 - 10:00

Present: George Stoker, Sue Case, Valerie Hearn, Fiona Rowley, Ted Taylor

Apologies: Heather Peel, Keith Robson, Steve Wilkinson, Linda Rollinson

Minutes of the previous meeting to be accepted at the next meeting due to only three trustees being present at the start of the meeting. George chaired the meeting in Steve's absence

	Topic	Key Points	Action Items
1.	Matters Arising	<ul style="list-style-type: none"> • FR and VH met to discuss FaceBook; VH unable to access account as administrator—probably because account linked to GS's phone. G S to look into it. • Money spent; SC reported all receipts for Mercy Trust given to SW • SC still to purchase new ladder • FR unable to adapt booking form; will be sent to G S to reformat • Hanging committee still has not met—FR was not notified of meeting • TT suggested new format for hanging—numbered paintings with list (same as Woodhorn and other galleries); all agreed to trial this method 	<p>G S to look into FB account by end of May</p> <p>SC to purchase ladder.</p> <p>FR to send Booking Form to G S</p> <p>G S to reformat booking form by 31st May</p>
2.	Financial Report	<ul style="list-style-type: none"> • Report unavailable due to SW's absence • Arts Council grant submitted; expect result in 12 weeks (25th July) 	
3.	Health & Safety	<ul style="list-style-type: none"> • SC to purchase ladder 	
4.	NAC Comms Plan	<ul style="list-style-type: none"> • No update. FR awaiting technical assistance in accessing FaceBook. 	G S to facilitate Facebook access for VH

5.	Governance	<p>Weekend Cover</p> <ul style="list-style-type: none"> • Lots of discussion due to problem with getting cover for weekends. G S to continue to cover Sundays, but committee agreed until such time we have more volunteers and/or a paid administrator to open at weekends we cannot guarantee weekend opening. This involves asking key holders, without obligation, to open when convenient Saturdays / Bank Holidays. It was agreed that SC's work in covering weekend opening is very valued but she is not obliged to cover opening times when volunteers are not available. • There was no agreement as to how to cover/open up when there was a visiting exhibition. <p>Security</p> <ul style="list-style-type: none"> • Due to missing items (paper, brushes, etc.), session leaders need to be more vigilant. Keep the office door locked when not in attendance, and where feasible and practical, hand out supplies • Reminder and instructions in putting money away in the designated area in the middle drawer of the desk. There are three weeks' worth of slots to file takings and blank slips to fill in after every session recording the date, number of participants and amount taken. Shop sales' money to be put in paper bag with the date, item and amount recorded on the outside and stored in the bottom drawer. <p>Shop and Painting Sales</p> <ul style="list-style-type: none"> • Session leaders to remind people to take home their paintings • Reminder to exhibitors that pictures need to be strung and framed properly <p>Dishwasher</p> <ul style="list-style-type: none"> • Session leaders asked to encourage use of crockery as paper cups being phased out. Also, to make sure when the dishwasher is nearly full, to put it on and when clean, put away the crockery. <p>Arts Council Application</p> <ul style="list-style-type: none"> • Results due 25th July. George went over the key components of the grant and offered to provide more detailed information to anyone who would like it. <p>Community Energy Advisor</p> <ul style="list-style-type: none"> • George has completed course and is now an authorised CAE. He has encouraged all of the committee (and members if they are interested) to complete it as well. 	<p>G S to send link to V to include in newsletter</p>
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6.	A.O.B.	<ul style="list-style-type: none"> • Lots of discussion about possibility of celebrating the 1st year anniversary of our launch. Lots of ideas! The result was that we need to keep anything we do simple due to lack of time, and most importantly, volunteers. As we were 4/9 of our committee, it was agreed we should have a special meeting to discuss. G S will speak to SW about it. • G S outlined the work that would be undertaken should our Arts Council Grant be successful. Any Trustee interested in reading the application copy should contact G S. • G S is now a Community Energy Ambassador. The training required is three 2 hour Zoom trainings. G S suggested that another Trustee should qualify too and VH will send out a link to apply. • G S demonstrated the online Trustee Training videos recommended by the Charities Commission. These short videos outline the various obligation's and legal requirements of a charity's Trustees. All Trustees are asked to complete this training, including reading the documents that the short videos suggest by the May board meeting. Bring any questions raised by your research to the May Board Meeting. • Based on several difficulties in finding and/or communicating information regarding our operations, all agreed we need to reorganise the office, including getting and using a daily message book. 	<p>G S to discuss possibility of special meeting with SW asap.</p> <p>G S to send link for trustee training to trustees</p> <p>G S to supply information about our Arts Council grant should any Trustee request it.</p> <p>VH to send link to trustees so that they can qualify as Community Energy Ambassador.</p> <p>VH to send out a link to the Charity Commissions</p> <p>All Trustees to complete the Charity Commission training by Next Board Meeting - 30th May</p> <p>SW to get message book asap</p>
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Next meeting: Monday, 30th May at 10:00 a.m.