



## Newbiggin Arts Centre Committee Meeting Minutes

Monday, 24<sup>th</sup> January, 2022

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

**Regrets:** Linda Rollinson

Minutes of the previous meeting were accepted

	Topic	Key Points	Action Items
1.	Matters Arising	<ul style="list-style-type: none"><li>• Delay in closing of Halifax bank account due to issues with direct debits, revised timeline is end of January</li><li>• Sue C has confirmed craft club has agreed to remain part of NAC</li><li>• Ted to begin two new art classes: beginning 26<sup>th</sup> January, Wed afternoons and 15<sup>th</sup> Feb, Tues evenings</li><li>• Ted and Keith to continue exploring possibility of printing classes, being mindful that they will be costly and may thereby need to outsource or find grant funding (Steve has details of someone interested in running printing classes)</li><li>• Ted to look at H&amp;S issues regarding the use of resins</li><li>• Fiona has confirmed rate for maintenance worker at £10 per hr</li><li>• Sue C 's possible lead for volunteer for developing and maintaining website has fallen through, Steve and George to revisit possibility of acquiring an intern</li></ul>	<p><b>Ted and Keith to bring back costs and options for printing class by 28<sup>th</sup> Feb</b></p> <p><b>Ted to update committee on H&amp;S issues for resin at 28<sup>th</sup> Feb meeting</b></p> <p><b>Steve and George to bring options for intern to develop and maintain website to 28<sup>th</sup> Feb meeting for discussion and agreement</b></p>

		<ul style="list-style-type: none"> <li>• Steve has added a fourth option for payment on Zettler: 'donations'. This in light of generous donation of art materials, valued at approximately £800-£900.</li> <li>• Steve has done an inventory of shop materials, including a price list (found on office noticeboard). Linda to take over shop duties and reorganise asap</li> <li>• Newsletter needs to be sent out asap</li> <li>• Issues with some committee members not receiving emails raised the question as to whether this may be an issue for some NAC members. In response, Steve and George to explore options for software that will track who has received emails.</li> <li>• If anyone is unable to lead their session, they are to contact Sue C on her landline: 01670 855639 as well as her mobile.</li> <li>• Much discussion about art displays on the wall and need to promote class/group work—key points noted under topic #9</li> </ul>	<p><b>Valerie to write newsletter by 7<sup>th</sup> Feb</b></p> <p><b>Linda to set up shop (date tbd based on availability)</b></p> <p><b>Steve and George research email options</b></p> <p><b>All to contact Sue C on her landline: 01670 855639 as well as her mobile if unable to lead session.</b></p>
2.	<b>Financial Report</b>	<p>Monthly financial report reviewed with understanding that Halifax account should be closed by end of January</p> <p>Art Council grant money (if approved) will be used to pay for Ted, NAC manager, etc. for a year.</p> <p>Grant money from Willan Charitable Trust will be used for new flooring at Gibson St.</p> <p>Any shortages of shop, workshop, office or kitchen supplies should be passed on to Steve.</p>	

3.	<b>Health &amp; Safety</b>	<p>Issue of mould in the Front St. toilet being looked at.</p> <p>There have been problems with toilet blockages in the Front St. studio, Sue C to create signage and provide receptacle re disposing of non-toilet tissue items.</p> <p>New lock was fitted to Front St. door as cleaner was locked in.</p> <p>Agreement that we need to engage the membership more in helping to keep our premises clean. Valerie to draft messaging for newsletter.</p>	<p><b>Sue C to create and post signage for toilet by 7<sup>th</sup> Feb</b></p> <p><b>Valerie to include member responsibilities in newsletter by 7<sup>th</sup> Feb</b></p> <p><b>Group leaders to remind members of responsibilities</b></p>
4.	<b>NAC Communication Plan</b>	<p>Valerie suggested that it is important that the committee agrees on key messages regarding purpose and operational requirements before focusing on developing a larger advertising campaign. She will incorporate this in the upcoming newsletter.</p>	
5.	<b>Governance</b>	<p>George has discussed possibility of creating a photography club with Kevin Dowling who may be interested in joining the committee as well as lead the club. The committee agreed if Kevin was interested, he would be a welcome member of the committee.</p> <p>With all the new classes and activities taking place across both locations, the committee agreed we needed a planner for the wall. Sue C to organise and maintain.</p>	<p><b>George to confirm Kevin's commitment to committee and/or club by 28<sup>th</sup> Feb</b></p> <p><b>Sue C to produce and update planner by 14<sup>th</sup> Feb</b></p>
6.	<b>Arts Festival</b>	<p>George provided an overview of the contacts he has made and possible grant applications. He has experienced some difficulty with people getting back to him (covid, holiday season, etc.); however, he has made some progress in possibilities of grants, and recruiting a consultant/critical friend. He suggested that the 'pop up' shop could be the centre for information and ticket selling.</p>	

7.	<b>Purpose and Operation of our Charity</b>	<p>There was much discussion about the purpose of our charity. The end result was that the shop and sales of paintings were 'enablers' and not the purpose of the charity.</p> <p>Our aim is to promote and facilitate art, learning, and creativity; to create a welcoming environment that contributes to the health and well-being of our community. To this end, we need to do more in encouraging new people to join the classes and groups, help build the confidence of our members by displaying their art, and promote our studios through better and wider communication.</p> <p>We also discussed the importance of keeping our premises and materials clean and organised. We need more watercolour palettes to be made up and the existing ones topped up; the acrylic brushes need to be properly cleaned. Steve and others who can volunteer the time, will meet on Sunday, 30<sup>th</sup> January at 11:00 a.m. to do the work.</p> <p>The Gibson St. centre's storage area needs to be cleaned up and reorganised. Sue will lead the clean-up, taking place on Sunday, 6<sup>th</sup> February from 11:00 a.m. and anyone who can help, please mark this in your calendar.</p> <p>Additionally, we will update the 'purpose' brief previously produced and circulate 'guidelines' for the membership</p>	<p><b>Valerie to include key messages in newsletter of 7<sup>th</sup> Feb</b></p> <p><b>Steve and any available committee members to meet on Sunday, 30<sup>th</sup> January, 11:00 a.m. to help clean up materials at Front St.</b></p> <p><b>Sue C and any available volunteers to meet on 6<sup>th</sup> February, 11:00 a.m. at Gibson St. to clean up storage area.</b></p>
8	<b>A.O.B.</b>	As the meeting ran late, there was no A.O.B.	

**Next meeting:** Monday, 28<sup>th</sup> February 2022 at 10:00 a.m.