



Newbiggin Arts Centre Committee Meeting Minutes

Monday, 27th June, 2022

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

Regrets: Linda Rollinson

Minutes of the May meeting were accepted

	Topic	Key Points	Action Items
1.	Matters Arising	<ul style="list-style-type: none"> • Help for creating and managing FB account still not available for Valerie; no response from appeal in the last newsletter • Steve was able to upload the newsletter on the FB account he administers, with approximately 170 able to view and nine people engaging with it • Fiona has provided George with new booking form, George to format • Some have not completed the trustee training • Laptops almost ready; Steve waiting for owner transfer • No content for newsletter received over the last month • Steve to continue to update contact information db • George to continue to source potential trustees through July • New phone to be installed at Gibson St, 28th June • New registration system working well • Reminder to all to check for phone messages 	<p>G to reformat booking form by end of July</p> <p>SW to resend link of trustee training</p> <p>All to provide V with newsletter content; SC and T to send pictures and info re children's exhibit by 29th June</p> <p>G to contact potential trustees by end of July</p> <p>All to check for phone messages</p>

2.	Financial Report	<ul style="list-style-type: none"> • Overall satisfaction with the financial status • George is in the process of applying for a new grant to fund pottery, jewellery and mosaic making 	
3.	Health & Safety	<ul style="list-style-type: none"> • Reminder to all to keep floor clear 	All to be diligent in keeping floors clear
4.	NAC Communication Plan	<ul style="list-style-type: none"> • Another appeal for newsletter content; also, important to provide Valerie with information regarding upcoming events and exhibitions 	T & G to provide V with exhibition information--ongoing
5.	Governance	<ul style="list-style-type: none"> • To ensure consistency and clear communication regarding internal and external exhibitions, the committee agreed a sub-committee needs to be formed. Ted to chair. Members include: Keith, George, Sue, and Bill Waters. Sub-committee to meet to draft proposal for process to bring back to the July committee meeting for discussion and approval. • There will be a children's exhibition at Front St. from 2nd – 10th July with a pre-launch for the children and parents from 10 – 12 on the morning of the 2nd. Sue and Ted are organising it; a flyer will be created and posted at the two centres and Valerie to include article in the newsletter. • Leaders of the groups and classes can offer outside sessions in August (weather permitting). A sign will be posted to let people know they can view the artists and/or come back when the outdoor session is over, and the centre is re-opened • A new industrial cupboard will be installed to provide better security for our money • Steve will hold a 'training' meeting in August to take all the committee members through the various processes and procedures in the daily running of the centres • There is still a need for all leaders to have a CRB check 	<p>Ted to provide the committee with proposal for process around exhibitions by end of July</p> <p>SC and T to create poster and provide information about the children's exhibit to V by 29th June</p> <p>SW to set date for August committee training</p> <p>SW to obtain CRB check for committee members asap</p>

6.	A.O.B.	<ul style="list-style-type: none"> • We need to start thinking about a name for, and events scheduled, for the arts/performance festival • Steve is looking for lodgings (room to rent) asap. Committee asked to spread the word and Valerie to include in newsletter. • Coverage needed through July for Steve, Keith, and Val; minute taker required for July meeting 	<p>V to include SW's request for lodgings in newsletter</p> <p>SW to compile list for July coverage</p> <p>F to take minutes at July meeting</p>
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Next meeting: Monday, 25th July 10:00 a.m.