



# Newbiggin Arts Centre Committee Meeting Minutes

Monday, 30<sup>th</sup> May, 2022

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

**Regrets:** Heather Peel, Linda Rollinson, Fiona Rowley (zoom call attempted and failed)

Minutes of the March and April meetings were accepted

	Topic	Key Points	Action Items
1.	<b>Matters Arising</b>	<ul style="list-style-type: none"> <li>• Still unable to 'unlock' the FB account attached to George's phone number; need some expert help in learning more about FB account</li> <li>• Sue has purchased new ladder</li> <li>• George still has not received booking form for reformatting from Fiona</li> <li>• Sue the only one to complete the trustee training; deadline extended to end of June</li> <li>• The message book is working really well!</li> <li>• Steve very surprised and appreciative of anniversary celebration and presentation</li> </ul>	<p><b>V to ask for help on FB via the newsletter</b></p> <p><b>G follow up with F by end of June</b></p> <p><b>All to complete online training by end of June</b></p>
2.	<b>Financial Report</b>	<ul style="list-style-type: none"> <li>• The financial accounts for period ending 31<sup>st</sup> Dec/2021 report received from NLD for CVA formally approved by trustees</li> <li>• Monthly financial report shows grants applied for in May, and latest income from classes and clubs covering costs without grants</li> <li>• Grant received from Nld Community Hub Investment Fund for the electronic classroom and everything except the laptops (which Steve</li> </ul>	<p><b>Steve to procure laptops by end of June</b></p>

		is hoping to procure in the next couple of weeks) has been purchased	
3.	<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>	
4.	<b>NAC Communication Plan</b>	<ul style="list-style-type: none"> <li>• Val has been using her NAC FB account to advertise class and group vacancies, but needs some help in learning how to better utilise FB</li> <li>• Committee agreed to providing Val with more varied and interesting articles for newsletter</li> <li>• Need to incorporate the photography club contact information with existing databases</li> <li>• Problem with gaps in members' contact information; some of the issues will be resolved as outlined in the new registration and attendance management process described below</li> </ul>	<p><b>V to ask for volunteer FB 'expert' in newsletter sent out early June</b></p> <p><b>All to send V content for the newsletter by 5<sup>th</sup> June</b></p> <p><b>SW to add photo club into db by 2<sup>nd</sup> June</b></p>
5.	<b>Governance</b>	<ul style="list-style-type: none"> <li>• George discussed need for more trustees; committee agreed. George to use 'word of mouth' to generate interest as well as draft an advert</li> </ul>	<b>G to draft advert and report on progress by end of June</b>
6.	<b>A.O.B.</b>	<ul style="list-style-type: none"> <li>• There will be a new telephone line for Gibson St; hopefully linked to the Front St. line</li> <li>• Coverage for Steve and Val's absence in June agreed. Keith to cover Thursday mornings and Ted the afternoon and evenings. Sue to cover for Val's Tues afternoon</li> <li>• Leaders to check for answer phone messages on a regular basis. To retrieve message, press 1 and hold. Do not return any calls on that phone as they cost; please use the mobile</li> <li>• There are still instances of art materials and furniture not being cleaned and looked after. Leaders to remind members to clean up properly.</li> <li>• We have a new volunteer, Anna Margaret, who will help with administrative tasks, such as maintaining class lists</li> </ul>	<p><b>Leaders check for phone messages and follow up as required</b></p> <p><b>Leaders to remind members to clean up</b></p> <p><b>All leaders to ensure they understand their responsibilities in managing attendance and registration</b></p>

		<ul style="list-style-type: none"> <li>• George tabled the idea of a name change for the NAC charity. This will be added as an agenda item for the next committee meeting.</li> </ul> <p><b>New Approach to Attendance and Registration</b></p> <ul style="list-style-type: none"> <li>• There are a couple of fundamental changes to the way we will manage the sessions' attendance. Up to now we have had George manage attendance and registration. The process is not working as he doesn't have sight of the fluctuating numbers of people attending the various sessions.</li> <li>• There is also the question of how we can incorporate new members into Ted's classes. Currently there is no official start or end date; learning is continual and varied, based on the members' desires. This makes it difficult to open-up his classes to new members</li> <li>• Based on these two issues, a new approach has been approved by the committee. It involves taking a 'term' approach to the sessions and for the leaders to take charge of their sessions' registration and attendance lists.</li> <li>• Each term is for two months and requires members to sign up for the next term once the current one ends if they wish to continue. This provides a 'refresh' and a good starting point for new members to join the classes.</li> <li>• Leaders will take ownership of their sessions' membership and waiting lists. Attendance lists will no longer be visible to others (thereby protecting personal information and data security) with the leaders to collect the fees as they mark attendance.</li> </ul>	<p><b>SW to add name change to June agenda</b></p> <p><b>All leaders to explain new approach to their members beginning w/c 30 May.</b></p> <p><b>V to produce 'one-pager' outlining new process by 2<sup>nd</sup> June</b></p> <p><b>V to incorporate new process in newsletter by mid-June</b></p>
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**Next meeting:** Monday, 27<sup>th</sup> June 10:00 a.m.