



Newbiggin Arts Centre Committee Meeting Minutes

Monday, 28th November, 2022

Present: Linda Rollinson, Sue Case, Valerie Hearn, Steve Wilkinson, Ted Taylor, Keith Robson, Fiona Rowley, Beth Savage

Regrets: George Stoker, Heather Peel

Minutes of the July meeting were accepted

	Topic	Key Points	Action Items
1.	New Trustee	<ul style="list-style-type: none"> • A huge welcome to our newest trustee Beth Savage! Beth brings a wealth of experience, knowledge, and enthusiasm for the art world to our charity and we look forward to working with her! 	
2.	Matters Arising	<ul style="list-style-type: none"> • A number of actions listed in the July minutes are still to be addressed: <ul style="list-style-type: none"> ○ Still no content for newsletter has been submitted to VH ○ GS sent out adverts for trustees; no responses to date But through Northumberland CVA advert, SW had two candidates, from whom Beth was successfully recruited ○ A reminder to TT and GS to send exhibition information to VH ○ With Beth’s help, VH to update website, FB, and investigate more widely publicising our events via council, etc. ○ SW to investigate possibility of a brown tourist sign and feather flags, etc. 	<p>All to submit content to VH for newsletter, including upcoming exhibitions by 2nd Dec</p> <p>VH to meet with BS to begin work on marketing/communication by 5th Jan</p> <p>SW to follow up on signage by 5th Jan</p>

		<ul style="list-style-type: none"> ○ Professional indemnity insurance and CRB checks to be checked and/or arranged by SW 	SW to update on insurance and CRB checks 9th Jan
3.	Christmas Closure	<ul style="list-style-type: none"> • Last children's club is 16th Dec, reopening 13th Jan. SC has sent out notice to parents • Classes and clubs to run up to, and including the 23rd, all closed from the 24th Dec to 9th Jan—Ted needs a break! Poppy, the cleaner will also have the two weeks off. 	VH to include dates in newsletter TT to ensure good picture display in window through the break by 23rd Dec
4.	Financial Report	<ul style="list-style-type: none"> • There's a healthy balance between income and expenditures • With a £9,000 funding balance still to be used, all members asked to send in ideas/requests for new services, materials, etc. • The £500 grant from Local Giving probably to be used for bollards • Fiona to be given full access to Lloyds account 	All to send in requests/ideas for funding monies by 9th Jan SW and FR to complete banking access by 23rd Dec
5.	Health & Safety	<ul style="list-style-type: none"> • One incident of cut finger documented 	
6.	NAC Communication	<ul style="list-style-type: none"> • Another appeal for newsletter content; also, important to provide Valerie with information regarding upcoming events and exhibitions • Beth has expertise in communication and marketing and has agreed to help VH with improving and expanding our social media presence 	All to provide content by 2nd Dec VH to set up meeting with BS to begin work on social media by 30th Dec
7.	Governance	<ul style="list-style-type: none"> • Due to lack of communication and absences, SW will be speaking to GS to enquire about his health and to confirm if GS is still interested/available in his role as Trustee • There is still one role for trusteeship vacant, possibly two if GS cannot continue with his duties 	SW to contact GS by 5th Dec KU to complete grant applications by 31st Jan

		<ul style="list-style-type: none"> • A member of the NAC, Kathy Urwin is interested in helping with grant applications and will probably begin with an application for the Gibson St. kitchen and equipment • On Sat, 7th January, there will be a 'clean up' session at Front St. This will involve cleaning brushes and refilling pallets. All committee members are encouraged to help and invite members to come along and help if interested. • KR to submit list of required materials, e.g., brushes, paints, etc., and large tub of brush cleaner to SW who will order them in time for the session • FR is leading on the idea of providing glass/silver making classes and will put together a list of requirements for KU to make a grant application 	<p>All to attend clean up session, 7th Jan</p> <p>KR to submit list to SW by 1st Dec</p> <p>SW to order materials by 2nd Dec</p> <p>FR to provide requirements to SW for forwarding to KU by 31st Dec</p>
8.	Workload	<ul style="list-style-type: none"> • Lots of discussion regarding workload. Issues identified related to SW's absence and TT taking on too much. All committee members need to find ways to help/contribute more to ensure business continuity. The following has been agreed: <ul style="list-style-type: none"> ○ FR to take on more treasury work; will work ½ day in office after Christmas ○ VH to help sub for SW when he's away—Thurs a.m. sessions; TT to do the Thurs afternoon and evenings ○ VH will do a 'job analysis' for SW to identify what can be delegated to others. This will also help to create a document outlining processes, and lists of suppliers and contacts that can be accessed by others in SW's absence. • As we are expecting an increased workload as we go forward into Phase 2 development, we need to ensure that the Trustees / Committee members are able & prepared to 'pull their weight'. Any Trustee or committee member who feels that they can no longer significantly contribute to the running of the charity, or who feel that they cannot support the increased workload, should contact SW. 	<p>SW to let VH know when cover for Thurs sessions required--ongoing</p> <p>VH to set up a meeting with SW for job analysis by 9th Jan</p> <p>VH to complete job analysis by 9th Jan</p> <p>SW to order two 2023 planners</p> <p>SW to create a list of jobs and bring to 9th Jan meeting</p>

			SC to create and monitor jobs sheet
9.	A.O.B.	<ul style="list-style-type: none"> • First, a massive thank you to Ted for all the work he has been doing for the NAC—without him, we could never survive! He has (and continues to be!) a huge asset...thank you Ted! • All agreed to offer NAC as a warm space for community • BS to lead on the initiative and open on Saturdays when available (likely 2x a month) • There will be free wifi, coffee and tea on offer • Signs will be provided to let people know when we are open • As the shutters at Gibson St. have been damaged 3x, all agreed bollards are required. The funding could be provided through the £500 grant from Local Giving. Three quotes will be required, SC and LR to solicit them • AGM to be held at the beginning of the next committee meeting, 9th Jan, from 10 – 11 a.m. • VH received invitation for the NAC to join Concern Network for the NE. All agreed it sounded good, but we need to determine how we can meaningfully contribute. VH will forward the email with links to more information to the committee to help move this forward if it is desired. If we agree to join, we will need a volunteer to lead it. 	<p>BS to complete form for council website by 15th Dec</p> <p>SC and LR to get quotes for bollards by 30th Dec</p> <p>SW to pull together documentation for AGM meeting by 9th Jan</p> <p>VH to forward email by 29th Nov</p>

Next meeting: Monday, 9th January 10:00 a.m.