

 **Newbiggin Arts Centre Committee Meeting Minutes**

**Monday, 9<sup>th</sup> January, 2023**

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

**Regrets:** Linda Rollinson, Heather Peel

**Outcomes from the AGM:**

- The AGMs will be held in January going forward
- Financial situation is 'healthy' and is now showing the desired balance between income and expenditures
- Retiring trustees Fiona Rowley and Valerie Hearn reinstated; as Heather Peel was not present, her re-election is pending
- A new model of membership (and thereby providing voting privileges) will be researched and implemented in the coming year

An abridged agenda with just the AOB was proposed and accepted due to the AGM

	<b>Topic</b>	<b>Key Points</b>	<b>Action Items</b>
1.	<b>AOB</b>	<b>General Administration</b> <ul style="list-style-type: none"><li>• A reminder that gift vouchers are available. They come in £5, £10 and £20 denominations. They are kept in the top drawer. A new gift voucher for the purchase of a four-week class will be created.</li><li>• There is a list posted on the office wall where session leaders can note any dates where they need cover and where others can put their names down to cover. Sue will monitor on a weekly basis to ensure full coverage.</li></ul>	<b>SW to create new voucher by 31<sup>st</sup> Jan</b>  <b>All to monitor and update lists</b>

		<ul style="list-style-type: none"> <li>• There is a cleaning and maintenance supply list posted in the kitchen cupboard where we can request replacements. Sue will monitor and manage any purchases.</li> <li>• The clean up and refurbishment of Gibson St. continues, with the need for a skip. Sue will organise.</li> <li>• Fiona will begin working in the office on Monday mornings, taking over many of Steve's financial duties</li> <li>• We could benefit from having a portfolio of professional tutors, workshop providers, etc. Steve and Ted will approach Woodhorn Museum to see if they would share theirs.</li> <li>• There is a need for DBS checks; only Steve is able to submit forms. Sue and Steve will work together to get the checks done.</li> </ul> <p><b>Class and Group Sessions</b></p> <ul style="list-style-type: none"> <li>• We will be implementing a new fee structure for Ted's classes. Members will be asked to pay for a four-week class in advance (£16 per month) beginning 1<sup>st</sup> Feb.</li> <li>• Valerie to take over from George to be the contact for class registration and session-related enquiries. A new email address, 'enquiries', will be created, just for this purpose. The 'admin' address will be used for everything else.</li> <li>• George will continue to monitor email and phone until the new email and phone is put in place</li> </ul>	<p><b>SC to organise skip</b></p> <p><b>SW &amp; TT to speak to Woodhorn by 20<sup>th</sup> Jan</b></p> <p><b>SW &amp; SC to complete submission by 28<sup>th</sup> Feb</b></p> <p><b>TT to inform learners immediately</b></p> <p><b>GS to leave phone in studio by 13<sup>th</sup> Jan</b></p> <p><b>GS to monitor until handover</b></p>
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**Next meeting:** tbd