



Newbiggin Arts Centre Committee Meeting Minutes

Monday, 6th February, 2023

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

Regrets: Linda Rollinson, Heather Peel

Minutes of previous meeting approved.

	Topic	Key Points	Action Items
1.	Matters Arising	<ul style="list-style-type: none"> • Steve has created new gift voucher for classes; they are found in the desk drawer • Sue has cleared away the rubbish at Gibson St. and Sue and Ted will next focus on clearing out the toilet area • Hot water at Gibson St. has been fixed and new kettle purchased • Woodhorn unable to provide list of artists; Steve will advertise for artists with Linda Vustoff • George Stoker has officially resigned • The four-week payment system for Ted's classes has been implemented with positive results • Fiona has costs for warm glass kiln for Steve to put in grant request • The Ballinger grant for £1,000 needs to be spent by July. Still need to source provider for mosaics. Fiona and Ted to sort out providers and classes. 	<p>SC & TT to clear Gibson St. toilet area by 28th Feb</p> <p>SW place ad for artist with LV by 6th Mar</p> <p>SW to apply for warm air funding by 28th Feb</p> <p>FR & TT to finalise sessions by 31st March</p>
2.	Finance	<ul style="list-style-type: none"> • Need to apply for more grants to boost reserve funds 	

		<ul style="list-style-type: none"> • 16 laptops and 14 i-pads purchased and delivered; most will be located at Gibson St; Steve to load apps over the coming week (Procreate and Affinity) • Will need to source professional to teach less technically adept learners; may need to teach basic IT skills—Fiona to investigate possible provider • Looking at possibility of peer learning for teens • With the delivery of various art-related DVDs, Beth to investigate approval process required for providing members with film nights 	<p>SW to load apps by 12th Feb</p> <p>FR to source IT provider by 15th Mar</p> <p>BS to provide approval process by 6th Mar</p>
3.	Health & Safety	<ul style="list-style-type: none"> • We need a list for safeguarding awareness—what to do in case of abuse/safety concerns 	SC to create list by 6th Mar
4.	Communication	<ul style="list-style-type: none"> • Beth provided overview of the work she is doing on the website and social media. A need for a consistent approach re branding, social media messaging, and engagement with members is required. Beth is drafting a strategy and will circulate it to the committee over the next two weeks for input. To be tabled at the next meeting. • Beth asked all session leaders to take photos she can use for social media (and for Val to include in the newsletters). • Warm spaces going well 	<p>BS to send draft strategy to all by 28th Feb</p> <p>All to take photos</p>
5.	Governance	<ul style="list-style-type: none"> • We have two trustee positions available, and we have four people who have expressed an interest in the positions. Beth, Val, and Fiona will draft structure and role profiles which will be used for conducting the trustee interviews (hopefully to take place in early March). Val and Steve will conduct the interviews. • Several members have put their names forward as volunteers. The structure and role profile work will help identify and clarify what we need in terms of volunteers and current and future committee members. 	<p>BS & VH to meet on 25th Feb to draft structure and roles</p> <p>FR to provide input by 28th Feb</p>
6.	DBS	<ul style="list-style-type: none"> • Steve is still waiting for DBS information from some trustee/committee members. 	All to send to SW immediately

7.	Workload	<ul style="list-style-type: none"> • Steve is already benefiting from committee members taking on more of his tasks! We should see much better work distribution and role clarity once the work defining our structure and role profiles is completed—will get even better once we have new trustees and volunteers on board! 	
8.	AOB	<ul style="list-style-type: none"> • Sue has been approached to see if we can offer our premises to a remote control car club. It was agreed that this falls under the ‘art’ definition. Front St. can be used based on a £20 per hour donation and Gibson for £10 per hour donation. • Beth suggested we should have a lone working policy; all agreed, and Beth will provide a draft for review at the next meeting • Val asked if the committee would be interested in having social gatherings—it was agreed that it will be a good ‘bonding’ opportunity. Fiona set the date for 27th Feb, starting at 6:30. It will take place in the Front St. premises. Everyone to contribute to pizza and byob. • Ted would like to provide film nights for the NAC members with the purpose of offering the opportunity to expand art appreciation. Beth to investigate film rights and will send to Ted • Steve has asked everyone to be cognizant of our limited space and storage when we are offered donations. 	<p>All to attend social on 27th Feb—mark your calendars!</p> <p>BS to distribute lone working policy draft by 6th Mar</p> <p>BS to send film rights to TT by 28th Feb</p>

Next meeting: Monday, 6th March 2023