



Trustee Meeting Minutes—Monday, 17th April, 2023

Present: Sue Case, Valerie Hearn, Steve Wilkinson, Chris Craik, Ted Taylor,

Regrets: Fiona Rowley, Beth Savage (Beth provided written update)

Minutes of previous meeting approved.

	Topic	Key Points	Action Items
1.	Matters Arising	<ul style="list-style-type: none">• Steve secured £100 for warm places from the town council• Beth provided responses to her enquiries regarding film rights; based on the cost and procedures, the board agreed not to pursue• Ted and Fiona have finalised the Ballinger workshops—they are to be held on 4th, 11th, and 18th June• All DBS approvals have been done and are on• Beth has circulated policy templates to Maggie Palmer (a new volunteer) and Sue for review	
2.	Finance	<ul style="list-style-type: none">• Kathy unlikely to be able to help on business plan and funding applications (at least in the short term); Steve will continue to apply for grants• Steve applied for a grant from Hadrian's trust; funding to be used for framing machine	

3.	Health & Safety	<ul style="list-style-type: none"> • Two new accident reporting books are in place in each location 	
4.	Communication	<ul style="list-style-type: none"> • Beth has created more colourful Mailchimp templates for different stakeholders/types of communication—this includes a ‘members newsletter’ • Beth suggested calling the newsletter ‘From the Easel’ in order to give it more of an identity. The board did not get a chance to discuss this, so this will be taken forward to the next meeting. • The photo submissions were gratefully received and Beth has asked for session leaders to send her some from time to time. They help keep the socials up to date and generate new interest. • Beth is continuing to work on the website and has asked for an updated class schedule 	<p>BS to table new name for newsletter</p> <p>All to continue to provide BS with photos</p> <p>CC to update schedule and distribute to BS and board</p>
5.	Workload/Role Profiles	<ul style="list-style-type: none"> • Val completed the drafts for all the profiles and made changes based on role-holders’ feedback. • The role profiles, plus the list of tasks (input from Sue, Ted, and Chris) were sent out for review as ‘homework’ prior to the meeting and Val thanked everyone for being prepared • Lots of discussion! Outcomes are: • All agreed the Office Manager role profile should be split into two—facilities and admin. As a result, the following are the key roles and profiles: <ul style="list-style-type: none"> ○ Chair (Steve) ○ Treasurer (Fiona) ○ Social Media & Marketing Director (Beth) ○ People Director (Val) ○ Facilities Manager (Chris) ○ Administration Manager (Chris) • In addition, there is the ‘Trustee’ role profile which underpins and applies to all role holders. 	<p>VH to finalise existing role profiles and draft new ones</p> <p>CC to take on admin and facilities role</p> <p>CC to contact potential volunteers for help with admin (including recommendation from BS)</p> <p>BS to advertise need for volunteers on social media and finalise the Eofl form based on new areas</p>

		<ul style="list-style-type: none"> • Two new profiles need to be created: <ul style="list-style-type: none"> ○ Fundraising (with the need to advertise for a new trustee and/or volunteer), and ○ Resident Art Director (Ted) • Having a team of volunteers is crucial and it was agreed that there needs to be an 'offer' made to potential volunteers to recruit and retain. This will be discussed at a future meeting. • An immediate priority is for volunteers for cleaning (weekly) and IT. • Based on the discussion and review of roles and responsibilities, a number of other areas where volunteers are needed were identified. These have been added to the Expression of Interest form that Beth created. It was distributed to the volunteers that attended the social, held on the 17th. Additional copies will be placed in the centres with session leaders asked to make people aware of them. • Based on the discussion, Val will make amendments to the Office Manager profile (splitting it into facilities and admin) with Chris initially taking on both roles. • The admin role will be mainly focused on the management of classes and sessions, ensuring lists are up to date, registration of classes, etc. Chris has taken this on with immediate effect (including the management of the info@ email and phone. 	
6.	Governance	<ul style="list-style-type: none"> • Sue still has a need for help with the children's group. Steve / Ted to contact Christine Johnstone to confirm her offer to help. 	SW/TT to contact Christine
7.	AOB	<ul style="list-style-type: none"> • Steve has almost completed the refurbishment of Gibson St., including the installation of the new bollards • The book sale will take place on the 28th May. The books will only be art-related and a 'pre-sale' will be held for volunteers to get first choice. 	SC to work with BS on advertising the book sale

		<ul style="list-style-type: none"> • Over the next couple of months, Ted and Steve will be sourcing tutors/practitioners for the various classes/clubs that people have signed up for. It is expected that they will begin in July. • Steve is setting up a Meta Portal for each trustee. They will be used for virtual meetings. He is also setting all board members up on a 'workplace' account and Google One which will allow access to all documents from other locations. • The creative writing course will be starting soon—date to be confirmed shortly • Beth reported that the Front St. centre is quiet on the weekends and we no longer need to offer a 'warm space'. She has suggested that we keep the sticker and information as part of the community spaces network. • Beth will come to the space every other Saturday to see how the number of visits pick up and intends to open each week during the summer holidays. • Beth is unable to attend on the coronation weekend. • Board meetings will start at 9:30 from now on • Val won't be at the next meeting; Chris will take and distribute minutes • Post meeting: Steve advises that he plans to be in Newbiggin <i>at least</i>. 1 - 5 May, 24 May – 2 June and 5 – 15 July 	<p>VH to add sale info in newsletter</p> <p>SW & TT to finalise new classes</p>
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Next meeting: Monday, 29th May