



Trustees Meeting Minutes — Monday, 29th May, 2023

Present: Sue Case, Steve Wilkinson, Fiona Rowley, Beth Savage, Ted Taylor, Chris Craik

1. Apologies: Valerie Hearn (Holiday)

Steve thanked Sue for her stalwart work for the Book Sale which raised about £100. He also thanked Chris for fixing the Gibson St toilet!

2. Minutes of previous meeting approved.

	Topic	Key Points	Action Items
3.	Matters Arising	<ul style="list-style-type: none"> FR confirmed her intent to continue as Treasurer. Christine Johnstone (Volunteer assisting children’s club) requires a DBS SW to provide required application data to SC. Susan Cunningham is in reserve. 	SW -> SC
4.	Finance	<ul style="list-style-type: none"> SW Highlighted the need to bring in grants to cover core costs. He will pursue. FR suggested that AZKO NOBEL may be worth approaching SW has already tried SCREWFIX & ASDA locally, without success BS’s idea a “Friends of“-type of Membership and other membership schemes are to be evaluated by a sub-committee of BS / FR / SC/ CC (led by BS) and a proposal prepared for the Committee. Reflecting on attendance figure analysis, SW reinforced the need for all to “push” Classes (in preference to clubs), and look to collecting pre-payment in 4-week blocks in advance. 	BS/FR/SC/CC to meet and discuss

		<ul style="list-style-type: none"> • Beginners Art Classes will be renamed “ART CLASSES” and TT / BS shall draft a “who could benefit from this class” overview for the newsletter and flyer. • To address an expressed need for a dedicated Watercolour Class, Ted will use the Friday afternoon slot, starting 16th June • BS highlighted that new events should be planned well in advance for Marketing to prepare promotional copy and distribute information • CC will produce a Timeline (GANT) chart to aid the process 	<p>BS CC to amend Flyers & timetables</p> <p>TT to discuss with BS</p> <p>CC to produce chart</p>
5.	Health & Safety	Nothing new to report	
6.	Communication	<ul style="list-style-type: none"> • To overcome recent hiccups in communications, BS suggested WHATSAPP as solution, especially since FB “Workspace” has been withdrawn, and will set up an appropriate WhatsApp Group. SW would set up NAC Email accounts for FR & SC to facilitate smooth communications • BS Newsletter – After discussion of alternative names, including; “From the Easel”, “From the Studio”, “From the H’art”, the meeting agreed on “Art Matters”. • SW Mailchimp – Email Addresses to be synchronised for communications review. SW to adjust mailchimp tags on database for readability. • SW, we do not need to keep detailed Addresses or ICE numbers, but can keep Post Code data for marketing use. • CC voiced concern that Session registers show data on participants and may be left open to view during sessions or not secured in our premises after hours. SW suggested that Registers now be locked up in Cabinets when premises not in use. 	<p>BS to implement</p> <p>SW to action</p> <p>SW to action</p>

7.	Governance	<ul style="list-style-type: none"> • SW There is a need for two more trustees. Once the new structure has settled down, we will determine a clear definition for these roles 	
8.	A.O.B	<ul style="list-style-type: none"> • SW Proposal to open the Front St Centre, Saturdays, Sundays & Bank Holidays during summer (from May Bank holiday till Sept) and seeks a list of volunteers to cover. All volunteers to be proficient in shop and art sales and use of card machine. • BS can cover some Saturdays – will provide a list of dates. BS asked should there be “2 persons” policy to allow for toilet breaks etc. SW to provide a guide on how to use the Card Machine and to review the possibility of using the admin iPad for Zettle card transactions • SW Facebook Portals are available for Zoom & WhatsApp but are limited to Facebook approved apps only. • SW Cleaning needs addressing as the cost is unsustainable. The current cleaner (Poppy) to be given 1 weeks’ notice (SC will ask VH to address this.) • SW proposed that the Committee & Volunteers Social night could be held on a Sunday (no classes) and start with a bi-monthly clean up (we’ll alternate the venue) and then we could socialise afterwards. Agreed. • FR The Pantomime group (NAPS) would like to use the Gibson Str Premises for their group meetings for a donation. Dates & times to fit in with our schedule. Agreed • SC One of Val’s holiday sessions was covered by both SC & CC at the same time without each other knowing. Would Session leads please advise all absence coverage arrangements (circulate via blanket email now, later with WhatsApp when created?) • SC Childrens Club will restart on 9th June • BS NAC Flyers to be reworked • TT Can we have Photos of the “Session leads, Committee and Trustees” on the Noticeboard? Yes 	<p>All to provide availability and append to chart to be produced by CC</p> <p>SW to provide advice about using the card machine and review iPad</p> <p>SC to contact VH</p>

		<ul style="list-style-type: none"> • TT Is it possible to get a noticeboard by the storeroom door for Exhibitors/ & External flyer? SW not at present due to costs. • SW The Filing Cabinets at Gibson St to be used for document storage, and will look for a newer better desk. • SC The textile samples (old donation from Jen Baxter) to be looked at by the Woodhorn group for their archive. • SW On Facebook/ Google, our Opening Times for both premises require amending and addresses updated. • SW Volunteer Review – New Volunteers completed forms in office – collected by CC to add to database • SW Other Art Groups - if anyone has the names & contacts of any other Art Groups, please forward them to SW & TT for review and possible inclusion into the database. 	<p>SW to procure keys</p> <p>BS to action</p>
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Next meeting: 09:30am Mon, 10th July 2023