



Trustees Meeting Minutes

Monday, 10th July, 2023

Present: Sue Case, Steve Wilkinson, Valerie Hearn, Beth Savage, Ted Taylor, Sue Andrew

1. Apologies: Fiona Rowley (Holiday)

A big welcome to Sue Andrew, our newest trustee!

2. Minutes of previous meeting approved.

	Topic	Key Points	Action Items
1.	Matters Arising	<ul style="list-style-type: none">Chris Craik has resigned as trustee. A big thank you for his contribution.Steve is in the process of finalising the DBS checks for Christine and Sue ABeth has taken the lead in forming a sub-committee focused on developing a model for different types of membership. Sue A agreed to help on this. Beth and Sue A will undertake research beginning next month.	BS & SA to research membership

		<ul style="list-style-type: none"> • Steve has set up a NAC email address for everyone and has asked that they are used for NAC business • Jen has now been set up to work with Sue A in managing the class/club administrative duties. Any requests related to class/club administration should go through Sue A or Beth who will then pass on to Jen • WhatsApp is working well. Steve has asked that any posts be kept to business, no personal/social posts. Beth will set up a separate WhatsApp for social posts and another for volunteers. • Work is continuing on compiling an accurate and up-to-date database for members. Sue A to take responsibility for it and any updates required, please send them to Sue A. • Beth is working on a timeline protocol that will be distributed to all trustees for marketing/communication requests. This will ensure Beth will have enough time to do the work. Beth has requested that when anyone asks for a 'product', that they send a picture if possible. • Sue A has agreed to maintain the list of volunteers. She has created a volunteer request form that needs to be filled out by the requester and sent back to her for action. • Urgent need to get volunteers to cover weekend openings, this includes trustees. Steve to teach volunteers how to use the card machine. • Steve will be moving the archive paper files from Front St. to Gibson, freeing up space to allow Sue A to set up new system • There are still issues with opening times on google and FB. Steve needs to update on google, while Beth will update FB. It was agreed that the opening times will be shown as 10-3:30 when classes are 	<p>models</p> <p>SW to send db to all to review and send any amendments to SA by 20th July</p> <p>BS to distribute timeline to trustees by 30th July</p> <p>SW to move files by 21st July</p> <p>SW & BS to update sites by 30th July</p> <p>VH to send draft to BS by 11th July; BS to post in mailchimp asap</p>
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		<p>scheduled, and 11-4 on Sat.(There are no times shown for Sundays yet.)</p> <ul style="list-style-type: none"> Beth will try and format the minutes in mailchimp to ensure the action items are aligned to the topics. 	
2. Finance		<ul style="list-style-type: none"> There was lots of discussion around how to increase revenue and decrease outgoings as there are very few grants available. Ideas such as fund raising, ‘just giving’, one-offs events, workshops, etc. were discussed and all agreed to. In the meantime, economic pressures mean that we need to increase the costs of classes and clubs. The cost of attending classes will increase from £4 to £6 and clubs from £3 to £4 or £4 to £5. The children’s club will be increased from £1.50 to £2.00. This will be effective as of 1st August. It was agreed that in comparison to any other similar organisations, we are still charging considerably less. Beth will write up a notice and include it in the newsletter. The need for marketing to increase the size and diversity of our audience was also discussed. Beth will create a flyer that can be distributed to various venues, such as the caravan site, pubs, shops, etc. Beth will also continue work on updating the website and has asked that we direct people there as the first point of contact. We also need to utilise FB more; use other FB groups that are willing to share our notices, etc. Beth has asked that everyone pass on any ideas of FB groups and/or organisations that will help with our marketing. Steve will concentrate on sourcing potential grants; he has asked that everyone sends him some bullet points as to the benefits that NAC provides to individuals and the community as this is helpful when applying for them. 	<p>BS to write article about cost increase for newsletter</p> <p>All: send ideas to BS by 15th July</p> <p>All: send benefits to SW by 15th July</p> <p>SW & TT to send Sue A the new class schedule by 12th July. BS to include article</p>

		<ul style="list-style-type: none"> In an effort to increase class attendance as well as to ensure that the classes are meeting the members' needs, Ted and Steve are meeting to discuss restructuring and/or renaming the classes. Class capacity will be advertised as 18. Sue A/Jen can then update the class schedule for distribution and inclusion in the newsletter. 	in newsletter
3. Health & Safety		<ul style="list-style-type: none"> A member had a significant fall over a barrier placed in the doorway. As a result, the obstacle has been removed. Ted has followed up with the member. A 'baby' gate will be used to close off the office when required (visiting dog). As the gate has a bar across the floor (tripping hazard) Steve will purchase (on his own accord) a mat to cover it. Beth raised the issue that we should have a fire risk assessment and evacuation plan. 	<p>SW to purchase mat by 18th July</p> <p>SW to contact fire brigade</p>
4. Communication		<ul style="list-style-type: none"> Sue A will manage the bookings for the centres; any requests to go through her. The Ashington Children's Centre has asked for a donation. Sue C will put together an 'art box' for them. There has been a couple of requests for the NAC to paint some murals. Steve and Ted to follow up on the requests, with Ted agreeing to paint the outline with help in 'filling' them in. There has been an enquiry about accepting a 14 year-old child with autism into a class. Steve will follow up; possibly with a needs assessment. We will continue with warm spaces in the coming autumn/winter Beth has offered to do the newsletter and has asked everyone to send pictures when possible. 	<p>SW to send SC the contact information for the Children's Centre by 15th July; SC to provide donation</p> <p>SW to follow up enquiry by 17th July</p> <p>All: send photos to BS for newsletter</p>

		<ul style="list-style-type: none"> In cases where Ted has done work apart from his classes, e.g., packaging a picture, we are asking that the recipient provide a donation as payment 	
5.	Governance	<ul style="list-style-type: none"> Details related to governance have been covered elsewhere, but the key points are: <ul style="list-style-type: none"> Steve to finalise the DBA for Sue A and Christine Steve and Ted to revamp the class structure and send the new schedule to Sue A who will then meet with Jen to develop the structure, processes, and responsibilities for managing the classes and clubs. 	SW finalise DBA SW & TT to send new class/club structure to SA SA to meet with J
6.	AOB	<ul style="list-style-type: none"> Sue A shared drafts of new forms for registration, volunteer requests, and keyholders for feedback. Once the forms have been finalised, Sue A will outline any processes that everyone will need to follow. Steve has a list of keyholders that he will pass on to Sue A Sue A has volunteered to cover Steve's Thursday clubs. The idea/need for a sandwich board was raised again. Beth has suggested that we may need permission from the council. Fiona (as a Town Councillor) is asked to check this out. <p>The centre's frontage is damaged and repairs are required. This provides us with an opportunity to make better use of the two panels on either side of the window. Steve has asked everyone for their ideas on how we can best utilise them.</p>	SA to finalise forms and processes by 16th Aug SW to send list to SA by 17th July FR to enquire by 31st July All: send ideas to SW by 30th July

Next meeting: Monday, 16th August (provisional)

