



Trustees Meeting Minutes

Monday, 14th August, 2023

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

Fiona Rowley has resigned as Trustee. A big thank you for her contribution. Fortunately for us, she will continue to volunteer and will be running various sessions going forward.

Post meeting notes:

1. Likewise, Valerie Hearn has decided to stand down from her People role. Her contribution as Trustee and, latterly, Vice Chair is very much appreciated; thanks Val! We look forward to continuing to work with Val in her capacity as volunteer and session lead.
2. Following Val's suggestion, I will be sending the minutes out to the Volunteers for their reference.

Minutes of previous meeting approved.

Topic	Key Points	Action Items
1. Matters Arising	<ul style="list-style-type: none"> • DBS check completed for Sue A; Christine's still outstanding – awaiting details from Christine • Research on the membership models on hold; there are other priorities/processes that need to be put in place first • Contact list now up-to-date. Sue A to give Steve a flash drive for uploading to the computer • Sue A and Jen have finalised forms and processes required for class registration and administration; Sue A to write a 'user' manual for these and other processes, e.g. ordering materials that will be available for session leaders and trustees. • Steve to install a new safety gate (without trip hazard) for the office • Sue C has put together a donation for Central Northumberland Family Hub, but it was not collected • The parent of the autistic child did not turn up to meet with Steve to discuss possible attendance at a session • WhatsApp is working well. Beth will set up a separate WhatsApp for social posts and another for volunteers (which will include the trustees). • Steve has moved the archive paper files from Front St. to Gibson • There are still issues with opening times on google and FB. Steve and Beth to meet to fix them • Sue A has updated the key-holder list; one outstanding key. Sue A to request return of key • Steve will follow up with Fiona regarding the use of a sandwich board • Steve to contact fire department to request assessment of premises 	<p>SA to give contact info to SW by 31st Aug</p> <p>All asked to submit any processes/info that needs to be included in manual to SA asap</p> <p>SA to draft manual by 30th Sept</p> <p>BS to set up new WhatsApps</p> <p>SA to request key by 26th Aug</p> <p>SW to call FR re sandwich board by 26th Aug</p> <p>SW to contact fire by 31st Aug</p>

	<p>2. Finance</p>	<ul style="list-style-type: none"> • Our financial status is holding steady; with a £3,000 grant recently received from Joicey Trust, thereby, we have enough for a couple of months, but need to continue to think about how we can increase our revenue • Beth will remind people to pay for coffees and biscuits in the next newsletter 	<p>BS to include article re payment in next newsletter</p>
	<p>3. Health & Safety</p>	<ul style="list-style-type: none"> • Recent incident at Gibson St. has been recorded, with Steve to install a pole to prevent future risk 	<p>SW to install pole before 20th August</p>
	<p>4. Communication</p>	<p>Beth led a lengthy discussion regarding our processes and structures for communication. The key points were agreed:</p> <ul style="list-style-type: none"> • We will apply for Microsoft 365 for non-profit organisations. This provides 10 free licenses and a £4.50 monthly charge for volunteers. It allows for sharing files, outlook, and all the office suite of programmes. The benefit is it will streamline all the various programmes currently in use, save money, and improve communication. Beth to apply for it. • Beth put together a prototype of marketing timelines to be used beginning Jan 2024. It sets out all the classes, clubs and key events planned for the New Year. Classes will be in eight week block sessions. All agreed that these will be paid (in full) up front. Having this plan/timeline provides lots of time for marketing and thereby increasing attendance. • Beth needs to book a dedicated planning session in order to create the timeline • Beth suggested that we need to plan for monthly meetings, and in the physical absence of Steve, he will attend virtually, 	<p>BS to apply for Microsoft 365 by 31st Aug</p> <p>SW to forward project timelines to BS</p>

	<p>and in the situations where he can't, the vice-chair will run the meeting.</p> <ul style="list-style-type: none"> • The following meetings are scheduled: <ul style="list-style-type: none"> ○ 4th Sept — Beth's planning meeting ○ 9th Oct — Committee meeting, chaired by Steve ○ 6th Nov — Committee meeting ○ 4th Dec — Committee meeting • All agreed that exhibitions will continue to run for two weeks; anyone organising the exhibitions need to ask the exhibitor for information and pictures/examples of their work in advance to send to Beth for marketing. • There is a possibility of a couple of projects. <ol style="list-style-type: none"> 1) Working in partnership with the genealogy society in Newbiggin, the NAC will paint (as part of Ted's classes and in clubs) a variety of photos held by the society for exhibitions across the region. Steve is to forward a timeline for Beth. 2) Learning Hive has asked for help in painting a mural. Ted to paint the outline, NAC members and others in the community to 'fill it in'. • Steve has applied for a grant that will fund this—still awaiting results. If approved, Beth will need pictures, quotes, etc. for social media/marketing. • Sue C suggested we could have a competition where our members paint a Christmas scene that could be used for Christmas cards that could be printed and sold in the centres. • Beth to market Jules' postcards • Sue C to give contact information for FaceBook to Beth • There have been four responses to digital art (as a result of our newsletter). They are to begin the week of 25th Sept, for eight weeks. These will be held in Front St. 	<p>by 20th August</p> <p>BS to add Jules' postcards to newsletter</p> <p>SC to give contact information to BS</p>
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		<ul style="list-style-type: none"> Beth and Jen will do a craft session on Saturday, 20th November 	
5.	Governance	<ul style="list-style-type: none"> We need to recruit new trustees: Treasurer, IT, and Facilities. Steve will write profile for the IT role and draft the ad for Beth to advertise. Beth will add Jen to the trustee WhatsApp 	SW to draft profile and ad before 31st August
6.	AOB	<ul style="list-style-type: none"> Val suggested that an ‘advertising’ section could be added to the newsletter where people can ask for services/products/commission, etc., that would be of interest to our members. Beth will add. Sue A to take over the info mobile phone There will be a table top sale on Aug bank holiday (books & paintings) 	BS to add advertising section in next newsletter

Next meeting: Monday, 19th October



