



## Committee Minutes—Monday, 9 October, 2023

Present:

1. Apologies: None

2. Minutes of previous meeting approved.

	Topic	Key Points	Action Items
3.	<b>Matters Arising</b>	<p>a. Whatsapp: The current Whatsapp still includes Val and Fiona. It as agreed to keep this as is. Volunteer contacts to forward to Jen, Beth and Sue C. It was agreed that monthly meetings should be opened to trustees, committee members and class leaders including Ted and Jen.</p> <p>b. Sandwich board: as this needs Planning Permission it was agreed to utilise the outside panels instead.</p> <p>c. Microsoft 365: Now have the subscription. Set up is ongoing. Need to back up emails on NAC email addresses before Beth can organise the switch over. Blue Host will still host the website and 365 will be used to generate new email addresses.</p> <p>d. Advertising section: this was included in the recent newsletter.</p>	<b>Chair to send invitations for monthly meetings.</b>
4.	<b>Finance</b>	<p>a. The takings from the five weeks' classes was still to be added to the balance.</p>	

		<p>b. A grant application has been submitted to LNER in the form of rail passes.</p> <p>c. We have received £500 from the Mercy Project to support work on the murals. AXO Nobel (Dulux) have offered to supply any paint needed by NAC.</p> <p>d. We have four grants pending.</p> <p>e. It was suggested that we submit a grant to support a project to buy needed equipment.</p> <p>f. Big Lottery application: The Lottery had approached Kathy Urwin about the possibility of being considered for a grant of up to £20k. This was discussed at the recent Planning Meeting and it was agreed that the representative from the Lottery visit Gibson Street and Front Street premises – revised date of 25<sup>th</sup> October - and would be shown around by Sue C and Kathy. Two comments books were already being prepared and most members had added comments. Steve will be away on 25<sup>th</sup> but will provide financial information.</p> <p>g. Jen to meet with Kathy and Kath re the Life Centre, to research funding applications.</p>	<b>Steve</b>
<b>5.</b>	<b>Health &amp; Safety</b>	Nothing to report	
<b>6.</b>	<b>Communication</b>	<p>a. Beth to include the hot chocolate lantern event in the next newsletter. Beth and Jen to host.</p> <p>b. There was some discussion on providing window decoration for the Hub Remembrance event. It was agreed to ask members if they would like to</p>	<b>Beth</b>

		<p>provide any memorabilia, art or crafts, with reference material available. Sue C to involve the children's groups in making a large tissue poppy.</p> <p>Steve is available on 10 November to dress the window.</p> <p>c. Discussion brought agreement to hold social evenings in November and December in order to hopefully encourage new people to join the committee/board. These to be advertised in the newsletter.</p>	<p><b>Sue C</b></p> <p><b>Beth</b></p>
<p><b>7.</b></p>	<p><b>Governance</b></p>	<p>a. There had been no response to the advertisements for new Trustees. It was decided to post on social media, Town Council and Genealogy sites. Expressions of interest via the newsletter needs to go to a central email address which is a shared inbox.</p> <p>b. Cover is needed for when Steve is away in order that we can find information as required. It is also necessary that we know when Steve will be available to answer any questions.</p> <p>c. Questions on purchasing had arisen when Steve was away. Careful consideration is needed on quality and costs of stock and succession planning is needed to cover eventualities. Steve to identify on paper as to items, seller etc for general information. Agreed that it would be useful to order regularly rather than wait and panic buy. Regular inventory required for this. It would be helpful to have an understudy for purchasing. Sue A offered to help. Steve and Sue A to discuss details.</p> <p>It was agreed that a newsletter insert be added to identify that practice papers would be used in clubs and classes but that premium supplies, ie boards, canvasses and premium paper could be purchased by members if required.</p> <p>d. It was noted that funders often require information on age groups of members. To this aim it was agreed to stop using the registration forms and limit the information requested to: Name, tick box for age group,</p>	<p><b>Beth.</b></p> <p><b>Steve/Sue A</b></p> <p><b>Beth</b></p>

		<p>contact details (email and phone), and whether or not the individual wanted to receive the newsletter.</p> <p>e. Sue A mentioned that the database contained many names who appeared to be lapsed members. This information can only be kept for three years so it was agreed that the database, once transferred to Microsoft 365, would be split into individual worksheets. More discussion would be required at a later date.</p>	<p><b>Beth</b></p>
<p><b>8.</b></p>	<p><b>Extension of session programmes</b></p>	<p>a. Jewellery – now ended</p> <p>b. Digital art – ongoing</p> <p>c. Creative writing – ongoing. Jean is to start a writing CLUB, to start in November.</p> <p>d. Ceramics – Contact with Linda had highlighted that Saturday mornings would be the optimum time slot. These to begin 10-12 on 28 October and run until 18 December once confirmed. These classes were currently being marketed internally and would be priced once kiln costs were agreed. Maximum class size of 12.</p> <p>e. Lantern making class costed at £2.50 per session, which would cover the cost of the materials.</p> <p>f. Cover for sessions: If Keith is not returning, cover would need to be agreed for the long-term.</p> <p>g. Current sessions: core sessions to remain as is with rotation as current. Process needed re new classes/cover/marketing.</p> <p>h. Pastels: very low numbers in recent sessions. It was agreed that these could be held at Front Street in conjunction with watercolour class being held.</p>	

		<p>i. Paint and sip: After some discussion it was agreed to hold a one-off session to ascertain viability. There was discussion about the venue – Front Street or a local pub, who would provide the licence and have the benefit of drink sales. It was agreed to hold this as a one-off event at Front Street with a cost of £25 pp with centre providing materials and attendees bringing their own drinks. Date Friday 8 December. Beth offered to host with help from Jen and Sue C.</p> <p>j. Ted’s classes: It had been agreed at the Planning Meeting that these should have no title but be led by the attendees. General title to be changed from “Art for Beginners” to “Art for All” covering a range of materials and topics. Friday pm class to continue as Watercolours.</p> <p>It had been agreed that continuous classes should be charged in four week blocks and that specific classes ie writing should pay the full 6 weeks upfront.</p> <p>k. The Planning Meeting had also highlighted the idea of taster sessions during the holiday weeks in order to encourage new members. These to be held on Saturdays.</p>	<p><b>Beth, Jen, Sue C</b></p>
<p><b>9</b></p>	<p><b>AOB</b></p>	<p>a. Gibson Street Planning Permission. Sue C showed a letter which had been received regarding a proposed extension at Gibson Street premises. This needed a response by 16 October. After lengthy discussion it was agreed that Steve would contact the landlord both about current issues with the premises and questions about the proposed extension work. The response to this letter would give informed information before a response to the Planning Permission was sent. All invited to forward comments to Steve urgently.</p> <p>b. Genealogy Project: The timeline for this is a major push to obtain images. These could then be woven into classes and clubs. Discussion on whether to open sessions to the wider community for their involvement. It</p>	<p><b>Steve</b></p>

	<p>was agreed that we need more information before marketing. We also need to investigate confirmation of Richard's exhibition venues.</p> <p>Ted and Steve to meet with Hilton to print off copies of photos and to approach classes to check whether they might have suitable photos to use. We need a formal agreed process from Hilton and verify the use of materials and the aims of the project etc.</p> <p>c. Cover for classes: Ted has been covering for Keiths oils class. If Keith is not coming back will the class continue or go forward as a club? Could George be approached to be involved in a "club with tuition"?</p> <p>Sue C asked whether the art college might be approached to see if we could offer an internship to a student but it was felt that this wouldn't be possible or productive from the NAC perspective.</p> <p>There is a need to look for people with suitable qualifications – at least a Batchelor's degree, or preferably a Master's.</p> <p>Sue A is happy to continue to provide cover for Steve's Thursday classes when he is away.</p> <p>Digital Art needs opening and closing cover for 11 November.</p> <p>Beth to circulate a sessions chart for the current and future sessions.</p> <p>d. Taster sessions: covered earlier.</p> <p>e. Xmas get together/meal: Early booking would be needed if we are to have a Xmas get together. It was agreed that last year's venue was not first preference. Sue C to check the Hub to see if the Sports Centre would be available for Monday 11 December for 30-50 people. If not, then to try the QE2 venue for the private room. Need menus and prices.</p>	<p><b>Ted, Steve</b></p> <p><b>Steve</b></p> <p><b>Beth</b></p>
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		f. Ted stated that he is still willing to help with the hanging of exhibition pieces but wants to relinquish the organisation of agreeing exhibition dates. Steve to pick up the role	<b>Sue C</b>  <b>Chair</b>
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**Close at :** 12.25

**Next meeting:** 09:30am Mon, 6<sup>th</sup> November 2023