

## Committee Minutes—Wednesday 13 December 2023

**Present:** Steve Wilkinson, Sue Case, Sue Andrew

**In attendance:** Ted Taylor

1. **Apologies:** Beth Savage, Jen Henry.
2. Minutes of previous meeting approved.

<b>3</b>	<b>Matters arising</b>	<ul style="list-style-type: none"> <li>• Hot chocolate event discussed under item 4.</li> <li>• SW and SA to discuss inventory further.</li> </ul>	
<b>4</b>	<b>Budget</b>	<ul style="list-style-type: none"> <li>• Hot chocolate evening - £40 float had been returned to SC. Need a formal statement of costs/income for both the Hot chocolate evening and the Paint and Sip with any expense claims and relevant invoices for purchases for the financial records.</li> <li>• Agreed that we need to tighten up on procedures for events, since they may be more frequent in future. SW to draw up this paper.</li> <li>• Projection figures – SW to pull together details of sessions, workshops, classes etc for 2023 in order that we can pencil in costs for 2024. SW to email to all</li> <li>• Attendance figures – SW provided figures for the year, showing both attendances and finance. It was noted that some groups had increased in numbers but others had fluctuated. It was agreed to cancel the Tuesday afternoon Watercolours session, given the low numbers. Ted agreed to lead a Pastels class instead, as there had been interest in this. It was agreed that it would be helpful to have a general job profile for session leads. SW to process this.</li> </ul>	<p><b>BS/JH</b></p> <p><b>SW</b></p> <p><b>SW</b></p> <p><b>SW</b></p>

		<ul style="list-style-type: none"> <li>• Paid travel expenses for volunteers – already in the processes, part of the extant expenses forms.</li> <li>• £6 session lead vouchers to be instigated if the grant is received to cover this.</li> <li>• Need to begin interviewing for nominated artistic leads. SW to begin with George Ellis and Lynda Vustoff in the New Year.</li> <li>• It was agreed that we are now working to the new processes (Tutors, Exhibitions and Stock Control/Procurement), as previously circulated by SW.</li> <li>• In order to have contact with the future exhibitors, we need an up to date chart very quickly, as the previous one has gone missing. SW to contact next exhibitor.</li> <li>• Salaried positions – would need to be advertised. Interviews – need two trustees in attendance.</li> <li>• Position interviews – We now have a potential new trustee, with a second person interested in finding out more about the role. This lady will email SW to get details. SW will be back on 11 Jan so he and SA will be available to interview after that time. Questions are already prepared. There was a short discussion on whether we could have more than one trustee without portfolio and this was agreed, although we noted that there was still a need to cover Finance, IT and Facilities.</li> </ul>	<p><b>SW</b></p> <p><b>JH/SW</b></p> <p><b>SW/SA</b></p>
5	AOB	<ul style="list-style-type: none"> <li>• Warm spaces – SC is happy to stay open until 4pm. Supplies need to be stored in cupboards as they have been used by session attendees in error. Need advertising to commence before we can obtain grant check from Newbiggin Town Council.</li> <li>• Closing and re-opening dates – BS to advertise with some urgency so that everyone is aware. Centres re-open on Monday 8 January, Crafts on Wednesday 10 Jan, children’s classes on Friday 12 January. TT is to check on take-up potential for a new Pastels class up to mid-January so that BS can advertise.</li> <li>• Action needed on Gift Voucher – JH had agreed to draw up a voucher which was able to include a) date issued, b) when/for what purpose to be used and c) signature of person issuing it. Needed one before Xmas for the 8 classes purchased. JH to send voucher to SW for verification</li> </ul>	<p><b>BS</b></p> <p><b>BS</b></p> <p><b>JH/SW</b></p>

		<ul style="list-style-type: none"> <li>• Noted that 4 x £5 vouchers had been sold at Hot chocolate evening. Need to identify how this was paid and where it had been noted.</li> <li>• Print-making - SW and TT to approach G Ellis re leading on this.</li> <li>• Need to follow procedures for ALL classes, groups, sessions re finances as some are not clearly indicated.</li> <li>• SC to contact Town Council to arrange for them to collect the gazebo which is currently stored at Gibson Street.</li> <li>• Letter of thanks to be sent to the Old Ship to thank them for their help in the misunderstanding about the Xmas dinner. It was hoped to arrange an alternate meal there in the future.</li> <li>• Governance issues - It was noted that, since VH had left the Board, there was no Vice Chair in place to cover for SW absences at meetings. SC proposed that SA take on this role, SW asked for response and SA agreed. Thus SA is duly appointed as Vice Chair.</li> </ul>	<p><b>SW/TT</b></p> <p><b>SC</b></p> <p><b>SA</b></p>
5		<ul style="list-style-type: none"> <li>• To be discussed at the Planning meeting on Friday 12 January, the following points were identified:</li> </ul> <p>TT to lead:</p> <p>Classes - 4 x Art for All classes, 1 Watercolour, 1 pastels, 1 Life drawing, Sculpture</p> <p>Clubs - Tuesday morning Oils, and Thursday evening when SW is away.</p> <p>Print making – G Ellis?</p> <p>Ceramics – Lynda Vustoff + One other?</p> <p>Glass art - Helen Grierson?</p> <p>Digi Art for children</p> <p>Photoshop/photomaking for adults</p> <p>Animation.</p> <p>Need to identify content for all (outline training objectives/plan for use in advertising).</p> <ul style="list-style-type: none"> <li>• 8-Week charts needed for both centres.</li> </ul>	<p><b>JH</b></p>

		<ul style="list-style-type: none"><li>• SC to provide agenda for Planning meeting</li><li>• Noted that following meetings are: Planning meeting 12 January, IT meeting 13 January Front Street and the next Board meeting on Monday 15 January.</li></ul>	<b>SC</b>

Meeting ended 11.35pm.

**Next meeting:** Planning Meeting 12 January at 7.30 at Front Street