



Committee Minutes—Wednesday 15 January 2024

Present: Steve Wilkinson, Sue Case, Sue Andrew

In attendance: Ted Taylor, Val Hearn

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

3	Matters arising	<ul style="list-style-type: none"> • Still awaiting accounts for Hot Chocolate evening and Paint and Sip • Need to draw up procedures for events such as Hot Chocolate. • Session figures had been previously prepared. • Session leads papers still outstanding. Each to prepare and forward to SW for any required editing. • New leads for classes: Printmaking – G Ellis – has identified supplies required. To start 1 Feb. Ceramics - L Vustoff – a positive response in accordance with procedures. Start date to confirm as 22 Feb. • Next exhibition – Heather – all bios received and forwarded to JH. Needed to be resent. • Salaried positions – reiterated that these would need to be advertised and interviews carried out. • New trustee – to arrange for G. Cape to come in for interview. • Still no sighting of the card transaction money for the 4 x £5 gift vouchers sold at the Hot Chocolate evening. Need to chase this up to identify. • Gift voucher for classes – also need to identify the venue in future. • Gazebo – Town Council can't find any paperwork for this so summarised that it must belong to NAC. Brian Strachan is keen to buy it from NAC. Agreed quarter cost be charged. • Old Ship – a thank you letter was forwarded to them. SC to try to book a meal for February. If not possible, then need to find another venue. 	<p>BS/JH SW</p> <p>AII/SW</p> <p>JH</p> <p>SW and SA to action</p> <p>SW/BS/JH</p> <p>All</p> <p>SW to contact</p> <p>SC</p>
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		<ul style="list-style-type: none"> At Friday's Planning Meeting it was agreed to hold a Volunteers get-together on Friday 23 Feb. 	JH to organise
4	Financial Report	<ul style="list-style-type: none"> Current financial situation is very low. SW distributed details of grant rejections, received and pending. Currently awaiting an update on the Big Lottery application. Ideas invited for items required: Pastels to replenish, pastel paper. Clay for class. SC enquired about the possibility of adding new stands for the children's class. Desperately needing marketing flyers. Still awaiting draft design. Due to current situation, SA offered to help if necessary. Saw a need for more prominent notices to encourage people to come in. SW now on grants committee at NCC. 	SC to investigate BS/SA SW
5	Health and Safety	<ul style="list-style-type: none"> No issues this month. 	
6	Communications	<ul style="list-style-type: none"> In absence of BS and JH, and in consideration of their current circumstances, it was felt that it would be useful if all sent ideas for the flyer to SA, who would pull together a draft flyer for consideration. Once ratified, this could then be forwarded to outside agencies in order to advertise NAC. 	All/SA
7	Governance	<ul style="list-style-type: none"> Latest volunteers were noted: Jan Casey, Dave Brady, Janet Thompson and Linda Rollinson. Need a matrix to show particular interests. To be put on shared drive for information. 	SA
8	Any other business	<ul style="list-style-type: none"> Lottery Grant – KU had asked JH to keep in touch with contacts. Need an update. SC asked if NAC might consider having tee-shirts with NAC logo on them, as an advertising tool. SA also suggested car stickers. Although not financially possible at the moment, SC to contact Daisy Stays to investigate costs. Suggested considering Calligraphy classes. Need to first identify a tutor. Weekend cover – coming into the season, there is a need to open at weekends. At present there is limited opening but it was agreed that we should attempt to cover from 9am on Saturdays and that this idea should be put to volunteers at the get-together. VH offered to cover from 9-11am. D Brady has indicated that he is happy to open on Sundays. 	JH SC

		<ul style="list-style-type: none"> • AGM – next Board Meeting should begin at 9.30 with the AGM, and then to continue afterwards with the normal meeting. It was agreed to hold the next meeting on 19 Feb, when SW could be in attendance. SW to put together paperwork. • Had previously agreed to contact Look North to advertise the Sycamore Gap exhibition. SA to check with BS, and if not already contacted, to obtain contact details. Agreed to extend the current exhibition for another two weeks in the hope that Look North can advertise it, followed by a Genealogy exhibition from 2 Feb-16 Feb, in place of the Watercolours exhibition. SA to contact K Saint to see if he would come along to do a video of Sycamore Gap for use to use as advertising. • It was identified that we need to work together on everything in order that no-one is overwhelmed with work. • When is the Volunteers Whatsapp likely to be in operation? • Need participation lists for all new classes. People for Printmaking and Ceramics don't appear to have been contacted yet, although apparently those for Pastels have. • Agreed that, in order for everyone to be able to contact us, the phone number needs to be included on the Activities Sheet. SW printed up copies of the new Activities details, with this added. • Need to urgently update the personal work profiles in order to identify who does what and where workload can be eased. Due to problems with NAC email addresses, SW to circulate previous profiles to personal email addresses for each to update and return by end of month. • Northumberland CVA had invited SW to their AGM on 30 January at the Maritime Centre, at 11.30. As SW was not available to attend, SC and SA offered to go in his stead. • Dates when SW is in Northumberland: 2-8 Feb, 15-22 Feb, 21 Mar-4 Apr, 25 Apr-2 May. 	<p>SW</p> <p>SA</p> <p>SA</p> <p>BS/JH</p> <p>SW</p>
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Meeting ended 11.35am.

Next meeting: Monday 19 Feb 2024 – AGM from 9.30am followed by Board Meeting.