



Committee Minutes Board Meeting of 25 March 2024 – 9.30am

Present: S Wilkinson, S Case, S Andrew, G Cape, V Hearn

1. Apologies: T Taylor

2. Minutes of previous meeting: approved

3	Matters arising	<ul style="list-style-type: none"> • SW to repay SC for JH expenses • Not yet been in touch re gazebo but have an alternative if necessary • SW to assist with volunteer Whatsapp after todays meeting • New Exhibition Schedule is now on Sharepoint • SW to provide IT training • NCVA have forwarded job descriptions for new posts. To be forwarded to SW • Outside committee request to use premises has been rejected due to conflict of interest. • New Trustees poster to be provided by SW when original is found. • Tee shirts – SC has details from Daisy. £16 large polo shirt plus initial embroidery template charge of £15. SC has ordered one for herself but Daisy needs NAC logo. 	<p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p> <p>SA</p> <p>SW</p>
4	Financial statement	<ul style="list-style-type: none"> • Monthly statement was distributed. Four weeks of takings still to be banked. 	

		<ul style="list-style-type: none"> • Lottery and initial NIECP bids had both been successful. SW and SC to finalise relevant paperwork. • Second NIECP application had been rejected at present but was still pending. If successful this will be ring-fenced. • No other grants applications in preparation at present. 	SW/SC
5	Health and Safety /Risk Assessment	<ul style="list-style-type: none"> • Nothing to report this month 	
6		<ul style="list-style-type: none"> • Departure of BS and JH – SC had asked BS to take a sabbatical rather than resigning. This should have been officially requested but SW to draft a letter to BS, initially to distribute to Trustees for comments, to ask for clarification as to whether we need to cover her role temporarily or permanently. • SW to remove JH administration rights from within the NAC programme. • Flyer – SA to forward agreed flyer to SW in order to have Charity Number and support details added. • Administration – SA requested that Classes, Registers and Waiting lists should be the main role for the new Admin Assistant as this needed to be a one-person role. Could also add Exhibition Schedules. The post would be offered on the usual basis of a 6-month probationary period. Need concerted discussion to identify tasks and processes prior to employment. NCVA will be providing payroll work. Identified that a Line Manager would be required for the Assistant. After some discussion it was agreed that SA would take on that role. • Marketing - VH and SA to take on the Marketing role regarding websites, facebook and mailchimp. Instruction required to clarify the workings of these. • IT configuration and training – SW to provide training on the use of the current system. Sharepoint to be configured with any alterations to documentation to be referred to original author. Need to use version numbers, showing date to identify current version. 	<p>SW/ALL</p> <p>SW</p> <p>SA/SW</p> <p>SA</p> <p>VH/SA/SW</p> <p>SW</p>
7	Volunteer Programme	<ul style="list-style-type: none"> • Identified that an IT internment is needed. 	

		<ul style="list-style-type: none"> • Name for Volunteer Whatsapp? – Agreed that NAC WHAT (Willing Hands Art Team) was a very fitting title. • Revised Expression of Interest form includes a Whatsapp agreement. • Need to identify how we support our volunteers and how they support us. • Agreed to hold another Social Evening on 12 April. SW stated that we could provide the pizzas. Volunteers to be asked how they feel about making a note of hours worked. • Each Trustee identified why they got involved in NAC. It was a general feeling that, apart from our interest in art and the centre generally, we all joined to help others. • Questioned whether a Strategic Planning Meeting should be held. VH offered to facilitate. 	VH
8	New tutors – lessons learned	<ul style="list-style-type: none"> • We identified that we MUST clarify the contracts and include lesson plans, and what both the tutor and NAC expect and need from the course. Procedures need to be updated. • SW to email processes to VH to incorporate into Tutors and Exhibitions processes. • Do we have potential tutors in the pipeline? Need to identify qualified people. SW has identified a potential Printer tutor. • Need to add invitation into newsletter. • VH happy to help re lesson plans for Printing courses. • Sculpture class to complete evaluation forms, as for other short-term classes. • Need to have evaluations co-ordinated for files and future use. 	SW/VH VH SA
9	Exhibitions	<ul style="list-style-type: none"> • Need to have a set procedure for exhibitions, particularly for in-house events. Would advise a cut-off submission date one week before hanging, and only accept works that are properly prepared – mounts or d-rings/stringing, in order to limit time spent by hanging team. • The rack in the office is to be cleared of all previous works in order that the space can be utilised for the potential exhibition. A notice re outstanding work to be collected is to go out via 	

		social media that if work is uncollected within a set time then it will necessitate disposal by NAC.	
10	Any other business	<ul style="list-style-type: none"> Gibson Street lease – there was a short discussion on alternative venues that would need to be investigated: <p>New Ship is being refurbished for their use but there is also a house adjacent which is thought to be priced at £7k pa. SC to approach re a potential lease.</p> <p>Catholic Church hall is not being used at present and is owned by New Heat. SC to approach to enquire.</p> <p>Fish and Chip shop also currently unused and is totally empty.. SC to approach on a proviso of a 5-6 year lease with NAC providing refurbishment and decorating.</p> <p>Masonic Hall is a large building but SA very unsure as to whether they would take outside leases. SA to provide contact details to SC for investigation.</p> <ul style="list-style-type: none"> SW to clarify the current end of lease at Gibson Street towards the end of April. Cover for Easter Weekend – SW willing to cover Easter Friday, Saturday, Sunday and Monday. GC happy to come along on Friday, VH on Saturday 9-11am. VH to ask volunteers if anyone else is willing to help. 	<p>SC</p> <p>SC</p> <p>SC</p> <p>SA/SC</p> <p>SW</p> <p>SW/GC/VH</p>

Close: The meeting closed at 12.50pm

Next meeting: 9.30am Monday 13 May 2024 (provisional)