



Committee Minutes Board Meeting of 13 May 2024 – 9.30am

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

1. Apologies: all present
2. Minutes of previous meeting: approved

3	Matters arising	<ul style="list-style-type: none"> • SW to provide IT training once Admin Officer in post • Flyer – preliminary flyer has been produced and a few copies printed off. This to be redone to make session details clearer before printing professionally. • Tutors – agreed that it is a priority to identify new tutors. Have contacts from the Amble Cultural Assembly event who will be approached for interest and expanding network • Potential Calligraphy tutor – details given to SW • NEICP consortium grant has been rejected. • For information - New Newbiggin Town Mayor is Fiona Rowley. • Still searching for Gibson St lease in order to negotiate with landlord. • Community Church is being sold. SW to investigate the possibility of buying. 	<p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p>
4	Financial statement	<ul style="list-style-type: none"> • Monthly statement was distributed. It was noted that the bank balance was very low at present but that both rents had been paid. Spend will be subject to intense scrutiny! • NEICP grant of £35k – queries re payment being asked of NCC. • No other grants had been rejected at the moment. 	SW

		<ul style="list-style-type: none"> • Lottery and NEICP grants payments still to be received but several potential spends were discussed: Gallery visits; Magnetic fire door catches; CCTV update. • Joicey Trust application is to be submitted by the end of May and, if successful, would be used to buy Fire equipment. • VR headsets (3) and a high resolution camera were felt to be a useful purchase to be used for exhibitions. SW has applied for a grant to cover the cost of these. 	
5	Health and Safety /Risk Assessment	<ul style="list-style-type: none"> • A member had caught her arm on the fire door as the hook had broken. This was reported and the hook has now been replaced. 	
6	Communications	<ul style="list-style-type: none"> • Numbers of session members are dropping – do we need to advertise more widely to get those numbers up? Across the 13 sessions was an average of 7 members. It was decided to advertise generally. VH to make up a member induction information sheet 	VH
7	Governance	Nothing to report	
8	Administration Officer	<p>Sunday's interviews had gone well, with the scoring process proving to be extremely useful. The successful candidate was Wendy Storey, who had accepted the position and would be commencing employment with us as soon as she could.</p> <p>As an aside, it was noted that Debbie from The Big Lottery was changing employment to work at VONNE.</p>	
9	Any other business	<ul style="list-style-type: none"> • Summer exhibitions – after a short discussion about the suggested themes, it was agreed that the Summer Exhibition would be entitled “Summer Dreams” – the suggestion from member Liz Dickinson. SA to confirm submission details with VH – artist, title, medium, price – and must be presented ready to hang. Maximum of 3 submissions per person. Also to include a children's section. 	SA

		<ul style="list-style-type: none"> • Future open exhibitions – Class output – Ted’s classes, 14 June; NAC acrylics – SW sessions, 28 June. SA queried the submission deadline for work. • Housekeeping – SA reported that Sarah seemed happy that she was beginning to see a difference in both centres although it was noted that this was “daily” cleaning and that a deep clean would be undertaken twice annually. SA to ask Sarah if there is any specific equipment (e.g. steam mop) that she needs, and will also purchase cleaning materials as needed. SC reported that the fabric chairs at Gibson St were suffering from clay dust deposits. • Annual Report has been assembled and is ready to be finalised by SW. • It was agreed that, in order to advertise the exhibitions, a laminated poster should be displayed on each table. This year will include exhibitions from outside exhibitors/organisations, class outputs, session contributions by media – acrylics, oils, watercolours, pastels, and three seasonal exhibitions – Easter, Summer and Winter. • Weekend cover – VH reported virtually no visitors between 9-11am on Saturdays with Sunday 11-4pm being the most populated time. • All agreed that we need signage to say “class in progress but you are welcome to come in to look around”. Unanimous decision that a sandwich board is needed to highlight this. SW to look into purchase. • Vacuum cleaners – SC praised the current vacuum at Gibson St but it was noted that we needed to purchase a new one for Front St. • Volunteers evenings – VH reported that, at the last Volunteers evening, it was suggested that these be held every 6-8 weeks. It was suggested that we could incorporate a speaker or event at these evenings. 	<p style="text-align: center;">SW</p> <p style="text-align: center;">SW</p>
--	--	---	---

		<ul style="list-style-type: none">• Utilisation of volunteers – it is vital that the volunteers know that they are valued. It was suggested that we could hold an impromptu event at a weekend, to include the volunteers.• Lone Worker – since the weekend cover is provided by lone workers, there is a risk that any problem would go unnoticed. Would be preferable to have two workers in situ.• Art books – SW asked for ideas on how to deal with these as they weren't attracting buyers. It was agreed that they be donated to the Salvation army. SW to arrange.	SW
--	--	--	-----------

Close: There being no further business, the meeting closed at 12 noon

Next meeting: to be agreed