



## Committee Minutes - Monday 9<sup>th</sup> February 2026

**Present:** Steve Wilkinson, Sue Andrew, Sue Case, Val Hearn, Frank Mills, Wendy Storey – Secretary,

**In attendance:**

1. Apologies:
2. Minutes of previous meeting approved

<b>3.</b>	<b>Matters arising</b>	<ul style="list-style-type: none"> <li>• Safeguarding Policy - this has now been updated and added to Sharepoint</li> <li>• Wednesday morning tutor - we still need to look for a tutor that could support the Wednesday morning watercolour group. <u>Post meeting Note:</u> Susan has agreed to take this on.</li> <li>• Events – The Quiz night in February to take place on Monday 9<sup>th</sup> Feb. We have 9 attendees at present. This will still go ahead.</li> <li>• SW to look at opening Skipton Building Society account. Our current account with Lloyds is now charging 75p on £100 cash income banked. We were charged £22 last month. Need to look at options with minimum cash flow, but still allowing access to funds when required.</li> <li>• Grant for Pottery – SW waiting for information from Saskia so we can apply for items needed.</li> </ul>	<b>SW</b>
<b>4</b>	<b>Financial Report</b>	<ul style="list-style-type: none"> <li>• Financial report provided</li> <li>• SW to work out amount of restricted funds from Grants etc. and ongoing outgoings to see what we have available to put into a limited-access Savings account.</li> <li>• VH has now been added as a signatory to our Lloyds bank account</li> </ul>	<b>SW</b>

6	<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• The Scaffolding has now been removed from the front of Front Street premises</li> <li>• Sign for Fire Break Glass – WS to create sign to display</li> </ul>	<b>WS</b>
7	<b>Communications</b>	<ul style="list-style-type: none"> <li>• Exhibition posters – there was a suggestion that we should put more information onto the posters in a bid to draw people in</li> </ul>	
8	<b>Governance</b>	<ul style="list-style-type: none"> <li>• The Board unanimously agreed to invite Susan Parker to become a Trustee. A formal offer is to be made. Susan will be invited to attend the next meeting.</li> <li>• Appointment of new Trustees - there was a discussion regarding communication as a group, people need to feel part of the decision making. Could we have a Decision Tree (decision making process). If one of the Trustees are missing at a Board Meeting, could we defer important decision until a later date?</li> <li>• We will set up a WhatsApp Business group, to discuss necessary <b>business</b> issues.</li> <li>• Business Plan / Fundraising &amp; Income Strategy – It was agreed we need a business plan when applying for grants – VH to put together a top-level summary 'Business Plan' - FM to put together Fundraising &amp; Income strategy Perhaps we can get an intern to produce a more comprehensive document</li> </ul>	<b>SW</b>  <b>VH</b>  <b>VH / FM</b>  <b>SW</b>
9	<b>Achievements</b>	<ul style="list-style-type: none"> <li>• We have had a huge success in the number of our members who are exhibiting at Woodhorn this year</li> <li>• We now have the glass kiln working at Gibson Street</li> <li>• Walls have been treated and ready for painting at Gibson Street</li> </ul>	
10	<b>AOB</b>	<ul style="list-style-type: none"> <li>• AGM – this will be held on Monday 16<sup>th</sup> March. We need to look at membership scheme for future AGMs – defining who can participate</li> <li>• Membership scheme – do we want a membership scheme? To avoid massive administration overload, can we look at a booking system that would run this?</li> </ul>	<b>SW</b>

		<ul style="list-style-type: none"> <li>• IT &amp; Website – SW is talking to Sunderland Software City, via Newcastle Uni to provide support to examine possible platforms for Membership/booking. They also offered to look at help with our Website</li> <li>• Internship – Lara has now finished her Internship and has been signed off. We are now looking at 2 further interns for 2026 (consecutively, not concurrently) . Application / advert to be sent to Newcastle Uni.</li> <li>• Defibrillator – SW has applied for defibrillators. We can have one provided for Front Street through the North East Ambulance Service. There is currently a defibrillator positioned outside The New Ship Inn at Gibson Street. SW to further check the implications of NAC taking responsibility for this. Our preferred solution would be to re-locate it in our premises at Gibson Street and then we will take responsibility.</li> <li>• Open Exhibition at NAC – if we can ask artists to complete Entry form and return asap to give us an idea of entries. Could we make the first Saturday of the Exhibition a ‘meet the artist’ opportunity?</li> <li>• Anniversary – it is NAC’s 5-year anniversary (of operating from Front Street) in July. Can we look at organising an event to mark the occasion. WS agreed to organise. If member bring ideas to next meeting.</li> <li>• Pet Portrait competition – VH &amp; FM to prepare poster for advertisement. Event to be advertised in March Newsletter. SW to produce tickets (based on poster theme) with the idea to draw the raffle for the event on May 24<sup>th</sup>?</li> <li>• All agreed to review honours application and submit new application, as the previous one was ‘personal’ to TT</li> </ul>	<p><b>SW</b></p> <p><b>SW</b></p> <p><b>SW</b></p> <p><b>SA</b></p> <p><b>WS / All</b></p> <p><b>VH / FM SW</b></p> <p><b>All</b></p>
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**Next meeting:** Monday 16<sup>th</sup> March 2026 – straight after AGM which starts at 10:00