



In attendance:

1. **Apologies: None**
2. Minutes of previous meeting approved

3.	Matters arising	• Intern – SW had put forward Lara for the Intern of the Year award with Newcastle University but unfortunately she was not successful • Poster of Trustees – this needs updating in the studio and on the Website, VH to update • Exhibition contract for artists - this has now been updated • Interns – two new interns have now been approved – Rebecca Cooper for the post of Business Intern and Pablo Mitchell as an Art Intern • Online Exhibitions – the 3D spaces can now be replaced with MP4 versions. This means we will not have to purchase a yearly subscription to be able to display the online monthly exhibitions. To be implemented before renewal date • Cleaning – we now have two volunteers who have agreed to help with the cleaning of Gibson Street	VH SW
4	Financial Report	• Financial report provided • Gibson Street rent – a new standing order was set up for payment of rent which resulted in a mix up with payments and two monthly payments were taken at the	

		same time. SW speaking to the Landlord to resolve this. We will miss the June payment and next pay in September • Applying for Grants – it was agreed VH and AD would have the lead role of applying for Grants for Wellness programmes • Gift Aid – this has now been applied for. • Financing future courses – when finance from current Bernicia grant is used up, we will finance classes and workshops from charity reserves until the next year's Lottery funds kick in • Pet Portrait – FM & SC to attend the Pet show on 24th May. SC to run tombola and we will ask for pet items to be donated for this	VH/AD SW SC
6	Health and Safety	• Risk Assessment – we now have a generic risk assessment in place that covers classes and clubs. This has been adapted also for the volunteer cleaners. VH has agreed to create a Volunteer handbook.	
7	Communications	• VH away on holiday so can all paperwork requests be sent before next week	
8	Governance	• Committee Meeting – a discussion about what points were brought up (volunteers, having a recruitment/open day, what materials are used for cleaning • Contact telephone numbers for emergency contacts – all Trustees agreed they were happy for Tutors to have their contact numbers in case of emergency. • Membership scheme – What do we want from a memberships scheme? Could everybody email their ideas to SW before the end of May so we can look at these ideas collectively • Decision Making Policy – Best Practice. Need comments?? • Business Plan – the new intern Rebecca Cooper to write our new Business Plan. A formal document and an infographic version • Wellbeing update – AD has had 2 wellbeing sessions with Trustees and NAC participants. She is going to create a draft statement of intent, to circulate with comments, useful insights and actions to take forward. Look at, do things meet with	All

		our Wellbeing framework. She is encouraging outreach and has contacted a local care home to run a pilot project and look at grants available for this.	
9	Achievements	• Community Quilt – created by the Craft Group • Children's book illustrator – have been able to provide help to a local project who wanted help from an artist. Have been able to put them in touch with one of our members • Open Exhibition – we have had a very good response to our first Open Exhibition.	
10	AOB	• Fitness for purpose – we need to try and minimise the work we do by not overcomplicating policies/risk assessment etc. We need to have a balance. Do we need to use less business language and be able to manage peoples expectations when creating documents. • Email discipline – this was mentioned once again, there are too many emails being sent between Trustees on various topics. Email replies should only be sent to the person(s) that needs a response and not to all Trustees, unless necessary. • Affordable Arts Sale – this was discussed but agreed that it is not appropriate for NAC?? • Five years celebration – it was agreed we would like to celebrate the five years of NAC running. Could everybody come up with some ideas, emails to be sent to SP so we can discuss at next meeting • Website – Vicky Bower has kindly agreed to help with our website and our membership system once agreed. • NCVA – our 2024 audit has now been approved. NCVA are currently in hibernation so we may need to look for alternative sources for support • Lottery Report – SW to finalise. Annual Report – need 2025 accounts audited, may have to run the report without this happening?	All All All SW

Next meeting: Monday 1st June 2026 16:00