

Minutes of the Management Trustees Meeting
Wednesday 9th January 2019 at 7.30pm

Present: Pat Moloney (Chair and Minutes); John Rutherford; Christine Abbs; Margaret Blanshard; Ken Branson; Helen Malone; Pat Lewis; Jo Elcoat; Duncan Norman.

1. APOLOGIES: John Lewis, Heather Lister, Francine Needham.

2. DECLARATION OF INTERESTS: None.

3. MINUTES of meeting held on 20th November 2018:

(a) Corrections and acceptance: These were agreed. **PL** proposed and **JR** seconded. They were duly signed by the Chair.

(b) Matters arising: Blinds have been deemed safe. **CR** sort out kitchen bin. Not clear whether the radiator in the Ladies' toilets has been rectified.

4. FINANCE

a) JR updated Trustees regarding the accounts. Budget continues to be on track.

b) Monies have been paid to the two charities from the proceeds of the Christmas concert.

c) Trustees agreed Fiona's Christmas bonus.

d) There was a full discussion regarding establishing a new Patron's scheme to run alongside the current one. It was decided that we could not justify beginning a new scheme, in view of the current positive state of our finances and the fact the original scheme was put in place when the Jubilee Institute was in a very poor state financially. It was felt better that we should investigate further Just Giving and similar "Shop and Donate" schemes.

5. 2018-19 OBJECTIVES

(a) Convert the Thrum Room: Hillary's and Rob Newstead to be approached re quotes for the blinds. Furniture has been ordered. Some monies may be left over so further equipment needs for the room might require consideration.

(b) External pointing: First phase completed. Can be removed from the agenda but next phase will need considering for next year's objectives.

(c) Website: John Mawer is aware of what we require, he just needs the time to complete it.

6. ROOM HIRE AND ALCOHOL LICENCE:

The Forestry Commission have booked the Dovecote Room for 15/1/19. North Tyneside Bikers have booked the Hall for a date in July. The RVS have been billed for the Simonside Room to the end of the year but it isn't clear yet whether there will be an extension.

7. SOCIAL PROGRAMME:

(a) Pre-Christmas concert, December 8th: Feedback was very positive and the donations to the two nominated charities generous. Suggestions were made regarding shortening the programme a bit and having a banner to advertise the event. No need for non alcoholic mulled wine. A new date needs to be set for this December as Trustees' agreed we should hold another next year. The hope is we can avoid any clashes with other events.

(b) Vegetarian Meal- The next one will be on 25th January.

(c) The Spooky Men: This had come as a suggestion from Chris Butterworth and had proved extremely successful in the past. **JL** to check with Chris as to whether the group would do a concert where the maximum would have to be set at 200.

(d) Trustees' Christmas Meal: Everything in hand for the 26th January.

8. COMMUNICATIONS AND WEBSITE:

See 5c above.

9. SECURITY:

No issues.

10. BUILDING ISSUES AND MAINTENANCE:

(a) **PM** to chase up Aim Range.

(b) **JL** to order the wider step for the Cheviot Room.

(c) **JL** to liaise with James Hammond re interior switch for the Christmas lights.

11. AOB:

a) **HM** advised the Trustees that the Cubs were volunteering to tidy up the terrace area and do some planting. The offer was gratefully accepted by the Trustees.

b) **MB** advised that we do now have a smart meter for the gas supply.

c) **JR** to approach Larry Lampert to see if he would be willing to oversee our accounts for year 2018 - 2019.

13. ITEMS NEEDING EDITING FOR WEB PUBLICATION: None necessary.

There being no further business the meeting closed at 8.20pm.

Date of next meeting: Monday 11th February 2019