

**Kirkby Malzeard Mechanics Institute
Trustees Meeting
Monday 3rd July 2023**

Minutes

Present:

Committee

Gerry Mass (GM) - Chair & Events

Mary Crawshaw-Ralli (MCR) - Secretary

Paul Cookson (PCK) - Maintenance Co-ord,

Jane Johnson (JJ) - Bookings

Janice Attwood (JA) - Events Team

Mike Smith (MS), Anni Hill (AH), Clive Robson (CR), Geoffrey Berry (GB)

Apologies: *Bryan Pool (BP), Malcolm Constantine (MC), Ric Hill (RH), Emily Roberts (Events team)*

Others also present - *Alan Brownlee (AB) - Secretary of S&B group for his presentation.*

1. Minutes of the Meeting 8th June 2023

Accepted – GM & JA

- **Presentation from Alan Brownlee (new secretary for S&B club)**

1. Update from S&B Club AGM – **AB** had already forwarded the minutes from the recent AGM and an up-to-date financial summary. He will also forward any other minutes to **MCR** for electronic storage. **AB** confirmed that the S&B club had voted to remain as a section of the MI. Next planned S&B club meeting planned for Aug/Sept.
2. Keys – S&B club thoughts.
*Now there is an accurate list of S&B group members who have paid this year's subscription **AB** is contacting all members about keys. **AB** thinks there might be some individuals who have keys but don't appear to have paid their subscription so **AB** will chase these up. Also going forward the S&B club will keep a list of who has keys. All new keys will be issued when a deposit is paid. The deposit will be returned when a member leaves and the key is handed back in.*
3. Request to carry out some minor refurbishments: *install black-out blinds and paint walls a dark grey. Committee agreed to pay for blinds and S&B funds to buy paint and S&B members will paint the walls. **PCK** will get quotes for the blinds.*
4. Discuss the option of awarding Malcom Tattersall with a lifetime membership of the S&B club – *Committee agreed to this suggestion.*
5. **GM** raised the issue of a proper sign for the S&B club external door. It was felt this would promote the facilities. The Committee agreed to this suggestion. Also, that a notice would be put up to inform people how to become a member.

GM thanked **AB** for his presentation to the committee and at this point **AB** left the meeting.

2. Matters Arising from Previous Minutes:

- Potential refund on the previous lights – *no response to our letter*

- Electronic booking / website update – RH not at the meeting. JJ informed the committee that they are planning to test if a booking system (Midas) is compatible with the Village website. Will update the committee at the next meeting.
- Decorating quotes – PCK - ongoing
- Booking form details – JJ informed the committee that it has been updated.
- Venue charges -
Potential additional charges for extras above and beyond room booking such as equipment hire (e.g., microphones/lighting) / linked to event equipment inventory. This work is ongoing.
Asset inventory – this needs to be done for event equipment and will link into event charges. BP and MC to do with liaison with John Collins (no update on this as BP & MC not at the meeting).
- Volunteering – also ongoing. RH to help MCR set up an email group of all those who have ticked the volunteer option on their MI member application form. They will then be emailed and asked if they would like to be emailed about upcoming volunteering opportunities. It is hoped to complete this work before the next committee meeting.
- Access to the office and printing.
Costing for printing – JA presented some potential charges which are comparable to other local options. The committee agreed these. Plan is to offer this facility to local groups but not to advertise this as a printing service for all. JA proposed that we keep a record of printing usage and then groups can be invoiced. She will create a folder to do this in the office.
PCK reminded everyone that the office door passcode has been updated and requested that this is not shared with anyone not on the committee.
- New fridge-freezer for the kitchen. MC getting quotes - planned to be 2/3 fridge 1/3 freezer. Old freezer (under the stage) will then be emptied and disposed of. JJ requested we keep the current kitchen fridge as potentially needed for special events when more chilled drinks capacity is needed. Committee agreed to this request and provisionally will be located behind the stage.
- Health and safety and risk assessment policies – Work in progress – GM/CR and PCK to update at the next meeting.

3. Treasurer's Report – BP

BP – not present at the meeting and sent an update to the committee prior to the meeting. No comments/issues.

4. Bookings & Events:

Bookings –

Prior to the meeting JJ circulated the upcoming bookings for July.

Events Team – GM/JA/AH/ER

JA went through any volunteer gaps that needed covering in the upcoming events for July/August and early September. She will distribute this list to Trustees.

Key points of discussion -

Music night on 1st Friday in August but NO quiz in August.

September Music night moved from 1st to the 8th to accommodate the Flower and Produce show set-up.

Ideas for potential Autumn/winter events discussed.

There is a band (Gaelforce) booked in. In addition, a Cheese and Wine evening and a Ceilidh has been suggested – these ideas will be taken forward by the events group. Any other ideas and suggestions welcome.

5. Maintenance Issues:

Stage lighting – CR still looking into the options.

Issues with Hot water boiler – all sorted out now.

Kitchen lights – bulbs replaced.

6. Constitution sub-group – updated the committee as to where the work is up to. GM thanked all involved with this large piece of work.

7. Correspondence: Non

8. Committee Holiday cover needed for August/September – committee member's holiday plans were shared with trustees and cover agreed.

9. Any Other Business:

Electronic document storage - RH was requested and agreed to do some training sessions with any of the committee who needed help with this. RH not at the meeting to be able to discuss some training sessions.

Loan of MI equipment – GM pointed out that quite a few items have been loaned out recently and not all of them have been returned. Going forward JA will set up a folder in the office where the details of loans can be recorded (what, who, when etc) and so we have a record and can chase people up. The use of a disclaimer was also discussed where if something was damaged, we would expect the person/group borrowing the equipment would fix or replace it. MCR will look into examples and present at the next meeting.

10. Date of Next Meetings:

Next meeting 7.30pm Wednesday August 30th