Kirkby Malzeard Mechanics Institute
Trustees Meeting 7th November 2024

Minutes

Present:
Janice Attwood (JA) - Treasurer
Malcolm Constantine (MC) – Maintenance
Ric Hill (RH) - IT Officer
Linda Moore (LM)
Emily Roberts (ER) – Entertainment group

Apologies: *Geoffrey Berry (GB) – Chair, Mary Crawshaw-Ralli (MCR) – Secretary , Jane Johnson (JJ) – Bookings Officer*

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Standing items

1. ***Minutes of the Meeting 9th October 2024***

Accepted – ***ER & LM***

2. ***Matters Arising from the previous minutes***

Snooker tables – refurbishment – Update MC – work to be performed Mon and Tues. Questions from Committee regarding potentially escalating costs and vendor chosen by Snooker Committee.

Dates for delivery of skip/filling of skip – GB not discussed.

Stage Lighting ER – Dave R has offered training sessions in Dec to any committee member. Additionally, some discussion regarding continued need/viability of legacy lighting panel. ER to inquire with Dave R and Matrix (lighting vendor

Grant for Solar panels RH- North Yorkshire Council grant, which was a solar power design focussed on power generation, has been submitted for consideration for the wait list (after missing out last month due to overscription). Following the oversubscription notification from NYC, we were advised to pursue a grant from Northern Power Grid grant with only 5 days before deadline. The application was submitted following prompt assistance from JA regarding MI electric accounts history and a quick re-design by our vendor for energy resilience during power outage. NPG decision process could be up to 3 months.

3. Treasurer's Report **-** ***JA***

JA *gave the Committee a detailed summary of October accounts. See Appendix for Treasurer Report.*
JA is also pursuing more information regarding the EasyFundRaising MIVH account (not GoFundMe as previously mentioned).
JA was successful in acquiring approx. £350 from a dormant account transferred to MIVH, and her enquiry to the Pay to have Music people resulted in a 50% decrease in MIVH fees for 2024, saving approx. £300!

4. ***Membership/Volunteers/Bookings/Events – JJ/LM/ER***

LM *went through upcoming events and secured volunteers for events as needed. Volunteer management is going well in general but the main difficulty is still finding people who will run the bar alongside a committee member.*

Bookings ***JJ*** *had submitted monthly sheet prior to the meeting.*

Events Update ***JJ/LM/ER***

Do we want a December Quiz Night (20th)? – seems to be sufficient interest from regular quizzers to support this and ***LM*** *has someone willing to be quizmaster. –* ***Yes***
Bad Apple Theatre Christmas performance ?? still t.b.c. ***JJ*** *to liaise with relevant parties to confirm.*

Maintenance Issues Update - MC

Emergency lights & Removal of old electric power points from cellar ***JA***

Simon Merrin to do the emergency lights and quote for the removal of old power points in the cellar

Re-surfacing/maintenance of hall floor & damage/crack near stage – only two quotes received so will await 3rd and discuss at next meeting.

Maintenance of coffee machine/contact for 'ingredients' ***GB*** *to speak to Paul Cookson, who originally set up the coffee machine, about sourcing supplies.*

Quotes for annual electrical maintenance – Quotes compared and decision made to go with Simon Merrin.

Freezer position and open shelves in the kitchen ***JJ*** *has sourced a cabinet from ADEXA catering equipment. Committee happy for* ***JJ*** *to order and arrange fitting with* ***MC.***

5. ***Constitution work - GB*** *– no update*

6. Correspondence *– Non received*

7. Committee Holiday

LM has record these for events purposes.

8. ***Any Other Business***

9. Date of next meeting – 7th November 2024