

EARLAMS MANAGEMENT MEETING 10TH OCTOBER 2018

Present: John Novak - Chair, Helen White - Gallery, Liz Jones - Treasurer, Jan Dixon - Secretary, Peter Weigh - Cafe, Vince Pagent – Vice Chair, Barbara Johnston – Manager.

Apologies: Jean Burke

Agenda: 1.Earlams Development Plan; 2.Earlams Manager; 3.Current Bids; 4.Defibrillator Funding; 5.Cafe Update; 6.Shop Update; 7.Gallery Update; 8.Meeting with NT; 9.AOB.

1. 2018 Development Plan issues. 4 sections : Management, Volunteers, Community Learning and Adult Learning. Issues recorded for each section were discussed and resolutions to these (set out in a further 2018 planning sheet) were accepted as the way forward.

2. Barbara's specific tasks, hours of work and possibility of sharing hours with Jean will be clarified. Barbara will attend Management meetings, cafe, shop and gallery meetings. Barbara to update Volunteers Introductory Information and monthly cafe rota.

3. Airport Bid –is expected to be reviewed 15th October.
Cheshire East Bid – not being reviewed until the end of December
Lottery Bid – Helen will now set up a meeting with the Lottery Manager.

4. John has asked a variety of community groups if they would contribute to the Defibrillator. John to produce a handout for the Styal village asking for donations. British Heart Foundation will give us the resuscitation equipment and specialist training needed – cost - £800.

5. Cafe Update – Barbara in the process of recruiting volunteers. There have been several new ones. Weekends are still the ones to ensure we have adequate cover.
New toaster required. Other items are reliant on successful grant bids.
Short cafe team meetings to take place once a month.
The labelling of food is still an issue.

6. Shop Update – Short meetings will also take place once a month.

Messages that volunteers need to be aware of will be put on a Volunteers Page on the website if Liz is sent the information. Volunteers welcome to send anything they feel appropriate.

7. Gallery Update – Xmas crafts etc are already coming into the gallery. The Xmas launch on Friday 16th November - 6.00 until 9.00. Helen to discuss with Wilmslow Guild jewellery dept about workshops in the new year.

8. John will report back from the meeting with NT.

9. AOB – Accounts: Liz and Collette have been working on the accounts. Simon (accountant) has sent information regarding Corporation Tax. As soon as accounts are back from Simon we will set a date for the AGM and give 2 weeks notice to shareholders.

Minutes of management and sub group meetings will be put on the noticeboard.

Dates to remember:

Friday 2nd November -Volunteers Social — Vince will do some food. Mama Mia theme!

Friday 9th November -1st WW talk – Dave Kelsall –max 30 people. 7.00pm for 7.30. 2 glasses of wine per person. Tickets on sale.

Friday 16th November – Xmas/Gallery Launch. 6.00 to 9.00pm

Saturday 17th November – Art demonstration by Danielle Cartwright – up to 10 people -set up at 1.30. Start at 2.00pm. Cabin needed.

Monday 26th November – Card making demonstration – Margaret Edgar –Up to 10 people. 2.30 pm

Monday 10th December - Xmas Volunteers Meal – 39 Steps. Current volunteers only.

Other events:

Gin Workshop! Up to 12 people. Date TBA

Garden club – Keith from Primrose Cottage Nursery – Last Monday of each month a possibility. TBA.

Costs of these ventures to be identified separately.