

## **MINUTES: EARLAMS MANAGEMENT MEETING 27<sup>TH</sup> NOVEMBER 2018**

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

**Apologies:** Jean Burke, Vince Pagent

**Agenda:**

1. Matters from previous meeting
2. Queen's Award
3. Defibrillator
4. Meeting with JR-M
5. Bids
6. Cafe Update
7. Shop Update
8. Gallery Update
9. 2017/18 Accounts
10. AGM
11. AOB

1. Updates from previous meeting covered in the other agenda items.

2. The 2 Queen's Award Assessors appeared impressed by Earlams, particularly the fact that we have the three different areas within our organisation. We now have to wait until around May time (2019) for their response.

3. So far we have received a number of pledges towards the cost of the defibrillator: 39 Steps, Village Association, Parish Council and cheques from individuals. We are on our way to meeting the amount we need but further encouragement and advertising is needed. John is to have further discussion with The Ship, and maybe the NT to see if they are interested. Further leaflets will be put around the village and in the daily newspapers ordered in Earlams.

4. Our annual rent has been £4500 plus a % of our annual turnover = £5000 per annum. From 13<sup>th</sup> June 2019 the NT has proposed it will be £4750 plus a % of our annual turnover. John will discuss with JRM the possibility of having a 5 year lease rather than the shorter one we have at present.

5. We can now go ahead with ordering our equipment (griddle, water heater, panini machine) as a result of the successful bid from the Airport (£2150). The closing date for the Cheshire East bid is 31<sup>st</sup> Dec. Helen has this in hand.  
The Lottery bid needs further discussion and needs a subgroup to work with Helen on this. TBA.

6. Cafe volunteer numbers are continuing to be steady. Fridays seem to be a sticking point so Barbara and Jean will monitor and cover if necessary. Jen will be asked if she can cover Thursday breakfast shift regularly and then that will free up Peter to swap to Friday breakfast shift. Next Cafe meeting Monday 3<sup>rd</sup> December.

7. The shop volunteer situation is also going well. Shop meeting was successful. Next shop meeting due in January.

8. Gallery sales are very good at present. £3000 of goods sold in the last 3 months. Open Evening was very successful. Further storage for the gallery is being pursued.

9. Simon Shenkman (Accountant) is to visit before Xmas and discuss areas of finance that could be rationalised. Peter to be available if possible.

10. AGM to be held **Thursday 24<sup>th</sup> January 2019 7.00pm in the cabin.** Jan will send an email invitation to shareholders and put up a notice in the shop. Liz will put the same on the website.

11. AOB

A Finance subgroup will monitor our accounts etc quarterly. Collette, Peter and Liz are to begin this.

#### **Christmas & New Year Opening/Closing Times**

<b>Monday 24<sup>th</sup> Dec Xmas Eve</b>	<b>9.00 till 12.00</b>
<b>Tuesday 25<sup>th</sup> Dec Xmas Day</b>	<b>closed</b>
<b>Wednesday 26<sup>th</sup> Dec Boxing Day</b>	<b>closed</b>
<b>Thursday 27<sup>th</sup> Dec</b>	<b>closed</b>
<b>Friday 28<sup>th</sup> Dec</b>	<b>9.00 till 4.00</b>
<b>Saturday 29<sup>th</sup> Dec</b>	<b>9.00 till 2.00</b>
<b>Sunday 30<sup>th</sup> Dec</b>	<b>9.00 till 2.00</b>
<b>Monday 31<sup>st</sup> Dec New Years Eve</b>	<b>9.00 till 12.00</b>
<b>Tuesday 1<sup>st</sup> Jan 2019 New Years Day</b>	<b>closed</b>
<b>Wednesday 2<sup>nd</sup> Jan</b>	<b>Open as normal.</b>

Jan will put notice up in shop and cafe.

Clubs/ workshops we may develop can be open to anyone. Donation will be asked for tea/coffee.

Jo (Manager of QBM) is promoting Earlams opening on Mondays and Tuesdays during the winter when they are closed.

Ccustomer daughter is interested in helping us with social media. Liz to contact her.

Heating in cabin being left on unnecessarily. Regular checking is essential. 2.00pm particularly. Barbara to remind volunteers to check cabin and toilet regularly.

John will email volunteers asking if anyone would like to help organise the various workshops/groups.

#### **Dates to remember:**

**Saturday 8<sup>th</sup> December – Carols at Earlams.12.00onwards.**

**Sunday 9<sup>th</sup> December – British Heart Foundation collection . Free drink with every donation.**

**Monday 10<sup>th</sup> December - Xmas Volunteers Meal – 39 Steps.**

**Garden club – Keith from Primrose Cottage Nursery – Last Monday of each month.**

**Next Management meeting : TBA after AGM**