

Earlams Management Meeting

2nd July 2019

Present: Barbara Johnston, John Novak, Liz Jones, Helen White, Peter Weigh, Jan Dixon.

Apologies: Vince Pagent

Minutes of last meeting: Accepted

Matters Arising:

1. Gradual reduction of plastic use at Earlams has commenced. We are now selling milk in glass bottles with the idea of completely stopping plastic milk containers in the very near future. Further research is going into non plastic carrier bags and drink bottles for refilling water from the cafe instead of selling bottled water.
2. Cleaning issues have been resolved.
3. The defibrillator plaque with names of contributors towards its cost is now ready to be displayed. Vince will be asked to place this.
4. The bench bought in commemoration of Eric has been purchased and Clifford Slack will oversee the production of the plaque.
5. Barbara contacted our broadband operators. All appeared normal after online testing etc but engineers no longer make visits to their customers.
6. NT has had a meeting with Styal Tennis Club regarding the possibility of a play area next to Earlams. They are awaiting a reply from the club's management team.
7. Finance update report had been circulated following the meeting.

Volunteers' Day was successful. 25 volunteers attended. Likes/dislikes were discussed. Earlams training programme was explained . John also informed volunteers about how tips received from customers were used for volunteer social events. Volunteers had lunch and then went into the separate teams i.e. cafe and shop/gallery teams for further discussion.

QAVS Presentation will take place on July 21st. Jean has been asked to organise the food. Earlams will close at 12.30 and helpers will be asked to organise the cabin etc. Jan will print and display notices for cafe and shop regarding early closure.

The Lord Lieutenant will visit a week before July 21st to discuss the arrangements for the presentation. Jan will meet with him. The certificate and inscribed crystal glass will be delivered a week before also.

Workshops: The programme of workshops for July 2019 to July 2020 is now in place and will be advertised in Earlams and on the website. Places can be booked by phoning the telephone details given for each workshop. If a volunteer attending a workshop would like

to host that workshop they can have a free place. See Barbara regarding what this would entail.

AOB: It has been suggested that Earlams might like to develop a bowls group at the Styal Sports and Social Club. John is in contact with the club.

John has been in contact with Styal Prison regarding possible volunteers. He will report back at the next meeting.

Jan has been in contact with 'Paws on the Doors' – a website advertising dog friendly public places. Earlams will receive a sticker and be advertised on their website.

Paul Arrowsmith has been running the CPR training each Wednesday morning for several weeks and it was agreed that he should now be seen as a volunteer. He will receive volunteer information, invitations and discounts.

Barbara is to produce a customer friendly volunteer request sheet.

The next Shop and Gallery meeting will take place on August 19th.

Stocktaking will take place on Wednesday 31st July.