

## **MINUTES: EARLAMS MANAGEMENT MEETING 20<sup>th</sup> NOVEMBER 2019**

**Present:** John Novak - Chair, Liz Jones - Treasurer, Jan Dixon - Secretary, Vince Pagent – Vice Chair, Richard Walker - Shop

**Apologies:** Jean Burke, Barbara Johnson, Peter Weigh, Helen White.

- Agenda:**
- 1.Minutes of last meeting
  - 2.AGM details
  - 3.Projects
  - 4.Christmas/ New Year closing time
  - 5.Cafe Update
  - 6.Shop Update
  - 7.Gallery Update
  - 8.Other issues: Eric's bench; tables in cabin, maintenance report.
  - 9.AOB

John welcomed Richard to the meeting. Hopefully Richard will be officially co-opted onto the Management Committee at the AGM.

1. **Minutes of last meeting:** John has emailed Jo from the NT regarding another meeting to discuss the possibilities for a toddler play area but has received no reply. He will contact her again. In relation to this, a grant has been awarded to Earlams from the Co-op which is dependent on the number of people that become members of the Co-op and subsequently support us in any Co-op purchases.

John will contact the company involved in the TV filming some volunteers took part in regarding some financial benefit for us.

2. **AGM:** Liz produced a copy of the annual accounts. Committee members are to read and give her any comments ASAP. The AGM will take place on MONDAY 16<sup>TH</sup> DECEMBER at 7.00pm in the cabin. A notice will go up in the shop and on the website. Jan will email all shareholders.

3. **Projects:** The Toddler play area and possible bowling green project will be discussed with the NT , as stated earlier.

#### **4. Christmas and New Year Closing:**

Christmas Eve –closure at 12.00. Christmas day and Boxing day – closed. Earlams to re-open as usual Friday 27<sup>th</sup> December.

New Year's Eve – closing at 12.00. New Year's day – closed. Earlams to re-open on Thursday 2<sup>nd</sup> January 2020.

5. **Cafe Update:** Daily cleaning/tidying by volunteers is working well with Barbara's supervision. Menus are to be updated – Jan

A slip mat is to be purchased for outside the door to the cabin – Barbara.

After completion of the present customer cards giving a free drink after several purchases we will no longer continue them. Customers will be told when they produce their cards over the next few

weeks.

£2 purchase on contactless cards and £5 purchase on pin cards will be the minimum customers need to spend before using them. Barbara to put notices in shop and cafe to this effect.

Till receipts to accompany the card printout when completing a card transaction are no longer required.

Take away cartons for hot food need to be purchased. Barbara to research and purchase more eco friendly containers.

**6. Shop Update:** Decorations in shop are lovely. Jan and Liz to discuss with Barbara the day-to-day shop overview. This needs to be one of Barbara's main targets for the foreseeable future.

**7. Gallery Update:** Open Evening to take place Friday 29<sup>th</sup> November from 6.30pm – 8.30pm with mulled wine and mince pies.

Liz would like the backlog of gallery payments to be collected – Helen/Linda.

**8. Other issues:** Eric's bench will be moved ASAP to the front of Earlams.

Tables in the cabin will be changed – smaller ones to take the place of several of the larger ones – John will oversee this.

Maintenance: Small shed roof is almost completed to make waterproof. New shelves in large shed are temporarily housing equipment etc from small shed.

Floor in cabin requires a machine floor cleaner – John to arrange.

Door locks of toilet need looking at – some customer fingers have suffered!

Toilet seat requires attention.

Barbara to ask volunteers to ensure leather chairs are not placed against the heaters in cafe.

Outside areas continue to look untidy. Barbara to remind volunteers regarding cabin and outside.

**9. AOB:** We have obtained 3 day passes for trains running between the airport and Wilmslow. These are for over 60s Styal residents only. Rules: 1. Tickets are in the shop.

2. A resident signs for them (out/in)

3. Use is only for a day each time.

4. Medical appointments take precedence.

5. If residence is questionable, proof will be required.

All shop volunteers need to be aware of these rules. Barbara to pass this on to all shop staff.

It was agreed that we would support Jack's raffle for his sponsored journey to Costa Rica.

Jan and Liz are to carry out Barbara's annual review. Date to be decided.

**Date of next meeting: TBA**

