

MINUTES: EARLAMs MANAGEMENT MEETING 21/1/2020

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

Apologies: Vince Pagent, Richard Walker

- Agenda:**
1. Minutes of last meeting
 2. Earlams as the name
 3. Finance Report
 4. Students' work experience
 5. Use of cabin by others
 6. Cleaner update
 7. Barbara's review priorities
 8. Gallery update
 9. Cafe update
 10. Shop update
 11. Recycling arrangements due to Gatley changes
 12. Cabin and outside refurb
 13. Volunteers social – Folk Night 7th March
 14. AOB

1. **Minutes of last meeting:** Accepted.

2. In future publications and referrals Earlams' title will be:

Styal Village Community Shop, Cafe, and Gallery TA Earlams

3. Finance Report from August to October 2019 accepted.

Liz asked for further information from the gallery regarding income from grants and the expenditure.

Further information regarding costs of socials will be given to Liz by John.

4. John's contact regarding students' work experience will be passed on to Jan who will be Earlams' contact for student placements.

5. It was decided that the cabin would not be 'Let Out' as we are unsure of our legal position. However residents who support Earlams and volunteers can request the use of it for special occasions. As there are no children's play facilities it was agreed that the use of the cabin is unsuitable for children's parties.

6. Barbara has a contact regarding a monthly or bi monthly deep clean for the cafe. Our needs will be assessed and a quote for the work will be given.

Our daily cleaner, Debbie, is unable to work at present and in the meantime Angela will continue the daily cleaning.

7. Barbara's main review priority is to oversee the running of the shop, its volunteers and procedures. A training checklist will be put into place to ensure all shop volunteers are regularly aware of practices. She will also oversee the shop rota daily as well as checking any gaps in the cafe rota. Linda Bull and Lynne Horan will continue to help with the cafe rota but they will be asked to ensure any replies to shift requests go straight to Barbara.

8. The Gallery did well over the Christmas period. This coming year Helen would like to review and re-arrange some procedures: stock collection and delivery (if goods are not collected within a certain period the artists will be informed that their works will be given to charity). If goods are moved

Helen needs to be aware. Workshops need to take place when the cafe is closed and not when it is open.

The question of sustainability was discussed and it was decided that Helen would contact a professional to advise us in starting the process.

9. The cafe has new menus and a new toaster. Notice boards are also in place now. There are several DofE students attending regularly. Jean and Barbara feel stock control and preparation is more efficient as is most working procedures under their direction.

10. Regular shop meetings take place. Barbara will work with each shop volunteer to ensure they are trained up to date and are aware that she needs to have an overview of daily routine.

Barbara will also research freezers so that the present ice-cream freezer in the shop can be replaced.

Two half day training sessions will be arranged in the near future for all volunteers.

Minutes of the shop and cafe meetings will be sent out to volunteers through email as well as appearing on the notice board.

11. The arrangement for our recycling will be monitored and reviewed later in the year.

12. It was decided that **Monday 16th March** would be a refurbishment day. Volunteers will be requested to help.

13. The next volunteer social is on **Friday 7th March**. 'Grace Notes' will be presenting a folk evening. Charge will be £5 and this will go to charity. Supper will consist of hotpots and volunteers will bring their own drink.

14. There were no items for AOB.

Date of next meeting: Tuesday 3rd March 2020.