

## The Jubilee Institute Rothbury

### Minutes of Management Trustees Meeting 27th July 2021 at 7pm

#### 1: APOLOGIES: None

**PRESENT** : John Lewis (JL), Pat Moloney (PM), Pat Lewis (PL), Heather Lister (HL), Christine Abbs (CA), Margaret Blanshard (MB), Ken Branson (KB), Derek Wray (DW), Gwyneth Wray (GW), Shona Walker (SW) Bill Gunn (BG) Paul Cramman (PC) and Fred Bogyor (FB)

#### 2. DECLARATIONS OF INTEREST: None

#### 3. MINUTES OF MEETING OF 8<sup>TH</sup> JUNE 2021

**a) Corrections and Acceptance:** One correction : The spelling of Shona's name.

Otherwise proposed by **PL** and seconded by **KB**. Duly signed and dated by **PM** (Chair).

**b) Matters arising:** **PM** wished to go over the "re-opening" of JH as in 6a. **CA** said that there was a wedding booked for 150 with alcohol and they were using the Hall and the Simonside Room. At the end of August there is a booking for a fashion show.

**JL** and **PM** wondered if we should still be advising users about their behaviour with regards to Covid but whilst there no restrictions in place it was decided, after discussion, that the notice on the front door should be updated and otherwise we cannot impose any regulations. Our information via social media should also be updated.

#### 4. TRUSTEE DUTIES IN 2021-2022.

Those Trustees who are carrying on from the previous year all confirmed that they were willing to continue in their present roles and explained to the new Trustees what it is they do. **JL** gave a run down of what he does in addition to being Vice-Chair and said that he would be standing down at the next AGM and that it would be a good idea if one of the new Trustees would agree to "shadow" his work. After discussion both **Paul Cramman and Fred Bogyor** said that they would do this jointly.

**PM** as well as being Chair presently looks after technical issues like AV, Security and Social Media and said that he would like someone to help him, especially with the latter.

**Shona Walker** had previously agreed to take on the role of Treasurer.

**PL** is now looking after storage and general tidiness and disposal of old items.

**HL** is happy to continue taking the Minutes and preparing the Agenda, at least for this year.

**CA** will continue to look after the Bookings, invoices and Alcohol Licence.

**MB** told the new Trustees that she is responsible for PAT testing and other equipment maintenance and **KB** is responsible for general maintenance and checking the building and garden etc.

**Bill Gunn** said that he would be happy to take over the jobs involved with the Cinema and **PM** will get in touch with Siobhan Sheehy about this. It may also be that **PM** and his wife will take on the running of the alternative cinema group on Saturday evenings.

It was explained that Helen Malone and Francine Needham had been responsible for the organising of our social events like The Duck Race, Ceilidhs, Quizzes etc and **Derek and Gwyneth Wray** agreed to take that over in addition to working on the preparation of the history of the Institute. Several new Trustees were not familiar with The Duck Race and this was explained to them.

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### 5. ADMINISTRATION:

- a) **Dates of Trustee meetings in 2021-2022.** This list had been circulated by **JL** to all and it was explained that the occasional non-attendance was understood if away etc.
- b) **New Trustees' Declaration forms:** these were distributed and completed by all and returned to **JL**.
- c) **Restart of Cinema:** **PM** will speak to Siobhan Sheehy.

**6. ROOM HIRE AND ALCOHOL LICENCE:** This was discussed in 3b Matters arising.

### 7. AOB-

- a) **JL** checked that new Trustees were happy to have their names on the outside notice board and their names and telephone numbers on the inside notice board.
- b) **JL** said he would need to re-affirm contact details to the secretary of OTB and also said that we had given a donation in the past. It was agreed that we should do this again and **SW** will arrange for £50.00 to be donated
- c) **JL** said that it was normal that we discuss the next year's Objectives in the meeting following the AGM but he proposed that we leave this until the meeting in September and this was agreed.
- d) **PM** confirmed that he would organise for new Trustees to have key fobs and the code by September and he also explained where the internal keys are kept etc.

**9. EDITING OF MINUTES FOR PUBLICATION:** None necessary.

**DATE OF NEXT MEETING:** Monday 6<sup>th</sup> September at the Jubilee Institute at 7pm

Meeting closed at 7.55pm

HML 28.07.21