

Green Door Steering
Minutes of Committee meeting Monday 16th January 2023 Heather's House

<p>1. Present: Lynn Fotheringham, Heather Hanna, Gilli Slater(minute taker Sam Harrison Sue Dawes</p>	<p>Action</p>
<p>Apologies: Liz Clement</p>	
<p>2. Minutes of last meeting Minutes agreed</p>	
<p>3. Matters Arising</p> <ul style="list-style-type: none"> • Discussion of the roles and responsibilities of the Administrator led to the following.... <p>The committee asked Jess Emsley(current administrator) to continue working for up to 3 months in her present role while we look for a paid administrator who can fulfil all the requirements of the post.</p> <ul style="list-style-type: none"> • Gilli has booked the Athenaeum for the dates of the possible art Trail 29th Sept – 1st Oct 2023 	
<p>4. Organisation</p> <ul style="list-style-type: none"> • Meeting of Jess, Sam and Lynn had produced a flow diagram of an IT strategy for the group with a 3 month goal to get a conclusion. • The current website is too complex for a lay person to edit, a new format is needed. In the meantime we will ask Liz to update as much as she can. • Agreed we need an informed gathering of information from the members to find out what they want from our website, possibly through the coffee morning on 25th January and newsletter questions, and then produce a list of requirements. • Sam to provide a summary of 2023 exhibitions agreed with Dave Sharps • Advertise for new Administrator Steering will look into advertising for a new paid Administrator. 	<p>Liz</p> <p>Sam and Lynn</p> <p>Sam</p> <p>Steering</p>
<p>5. Finance</p> <ul style="list-style-type: none"> • Our current balance is £11,274 • We have a healthy balance but we need to generate a little income to invest in the group. • The required income could be generated, for example, through Fundraising, Sponsorship and Grants etc. Further discussion required to develop opportunities. • At present everything within the budget pays for itself but does not generate excess. We need to engage members more with possible social events to generate some revenue. • Heather to ask Jess to put a question in the Newsletter asking members what events they would like to help generate income, eg workshops with a click to reply button added. • Auditor We do not need an auditor because our balance is under £25,000. The accounts do need to be made available for scrutiny. The treasurer will produce accounts for the 	<p>Heather, Jess</p> <p>Sue</p>

A.G.M.	
<p>6. Membership</p> <ul style="list-style-type: none"> • Membership Cards The group used to have membership cards which could be used to gain discounts at local art shops. The committee should look into providing these again • Discussion of benefits that Green Door members gain from their membership. These should be published on website and newsletter at the time of renewal of subscription. • An up to date list of current members and who had paid is to be made. Sue to contact Jess • A reminder to pay subscriptions should be sent out by administrator 	<p>Committee</p> <p>Administrator</p> <p>Sue, Jess</p> <p>Administrator</p>
<p>7. Exhibitions.</p> <ul style="list-style-type: none"> • A joint meeting with Exhibitions group is still needed • Current list of exhibitions (Sam to liaise with Exhibitions and send to Gilli) 	<p>Heather with exhibitions chair</p> <p>Sam</p>
<p>8. Events</p> <ul style="list-style-type: none"> • The Green Door Arts Trail . First we need expressions of interest from members The Trail will need a co-ordinator <p>A call out to all members to be sent ASAP in email and newsletter.</p>	<p>Jess Heather to inform Jess</p>
<p>9. Website</p> <ul style="list-style-type: none"> • See point 4 above, Organisation 	
<p>10. Marketing</p> <ul style="list-style-type: none"> • There has been interest from 4 people for Graphic Designer These are to be followed up by Heather • Robert Finch has approached various local firms re producing art trail brochure • Lynn will oversee any • brochure printing being done at Carnforth • Sue will collate previous costings from Shaun Blezzard 	<p>Heather</p> <p>Lynn</p> <p>Sue</p>
<p>11. AOB</p> <ul style="list-style-type: none"> • Date needed for joint steering and exhibitions meeting to be held at Space to Create 	<p>Heather</p>
<p>12. Date of next meeting</p> <ul style="list-style-type: none"> • Monday 13th February 11-1 Heather's House 	