

Minutes for Meeting: Quarterly Board Review

Date/Time: Wednesday 16th February 2011/15:00

Minute Taker: Katy Saunderson (KSa)

Chair: Pauline Heath (PH)

Present: George Wallace (GW), Geof Armstrong (GA), Ann Fletcher-Williams (AFW), Stuart Bracking (SB)
Kirsty Timming (KT)

Apologies: Helen Atkin (HA), Paula Greenwell (PG), Janice Irving (JI), Karen Sheader (KSh), Carolyn Roberts (CR)

Point Discussed/Action to be taken	Who	When
KT introduced to the board and welcomed to the meeting. KT spoke of her work and experience in the sector & invited board to upcoming event at Longhirst Hall.	All KT	
Minutes of last meeting All members satisfied with minutes of last meeting, no issues raised.		
Matters Arising <i>Bob Duncan</i> Unable to attend today's meeting due to work commitments, to meet separately to further discuss membership of the board. Availability for next meeting needs to be confirmed.	GA GA	17.02.11 Next meeting
<i>Christine Burdon</i> Interest expressed in joining the board but unable to attend today's meeting.	GA	Ongoing
2:1 ratio of board members to re-examine, as this ratio could affect Arcadea's ULO status which is a considerable asset to the organisation. Further research needed.		
<i>Age UK</i> The Sage, Gateshead have spoken on our behalf and considerable interest was expressed with regards to the ticket scheme and forming a potential relationship. Further exploration needed.	GA, KSa	Ongoing

Point Discussed/Action to be taken	Who	When
<p><i>NPO Bid</i> Relationships are now being developed with a range of organisations and venues across the region on a number of projects e.g. Kitemark, Ticket Scheme, DaDa Fest, Art House etc. Initially the immediate area is the main focus of attention with a view to further expansion once Arcadea becomes more established.</p>	All	
<p><i>BIHR</i> Next event is planned and to be more creative than the initial setting so that it may be better suited to a creative audience. BIHR have secured 2 years lottery funding and wish to collaborate with Arcadea on a project to run throughout that period.</p>	GA/KSa	w/c 21/02/11
<p><i>CIC/Ltd Status</i> Options analysis need to be carried out so that a decision may be reached.</p>	GA	Ongoing
<p>Dates for Future Board Meetings Agreed that all four dates should be established asap for the forthcoming year.</p>	KSa	Next Meeting
<p>Directors Report Agreed that a series of collaborations with voluntary organisations need to take place. Also mentioned that a playscheme for disabled children could be a future project to target.</p>	All	w/c 21/02/11
<p>Projects identified in NPO bid discussed in greater detail.</p>	All	
<p>Agreed that local organisations should be advised of the projects we are planning, inviting involvement and raising awareness that we are operational again.</p>	All	
<p>As a matter of interest GA advised that he has been invited to join Arts Choice a Newcastle Committee for people with learning disabilities in the region. This came about as a spin off from the Cultural Hub bid. GA has accepted the offer with an awareness that care needs to be taken not to become too insular within the Newcastle area.</p>	GA	17 February

Point Discussed/Action to be taken	Who	When
<p>Funding Strategy/Business Plan Business planning groups need to be established for both of the above.</p>	AFW	
<p>Bank Account Still on-going, error on paperwork needs to be rectified.</p>		
<p>Management Accounts Q3 Management Accounts presented by KSa and agreed by board with no issues raised.</p>	All	
<p>All in agreement that the format of accounts needs to be revised to reduce amount of unnecessary detail and become more accessible.</p>	KSa	Next meeting
<p>Suggestion made that colour coding the accounts could be of benefit.</p>	KT	
<p>Web and Database Update Training underway for website design and software in the process of being bought.</p>	KSa	Ongoing
<p>A source of funding has been identified to progress with the database, awaiting outcome of application.</p>	KSa	w/c 21/02/11
<p>Audiences North East have a free marketing training event coming up which could be of benefit.</p>	GA/KSa	10 March
<p>Name change needs to be explored further and a decision needs to be made in the near future as brand identity will have an impact on the website design etc. All members to come up with ideas and send in to office.</p>	All	Before next meeting
<p>Bill Brydale suggested as a possible host for the website. KT to forward contact details on to KSa who will explore further.</p>	KT KSa	March
<p>Any Other Business Members made aware that Ju Gosling's exhibition is currently showing at the Centre for Life.</p>	All	TBC

Point Discussed/Action to be taken	Who	When
Aiden Moesby has asked for our assistance curating an upcoming show at the Centre for Life	GA KSa	
SYMO approached to hold next Mimosa Lecture and discuss their lives as disabled filmmakers.	GA, KSh	Next meeting
The potential value of producing newsletters needs to be explored.	GA KSa	April
Board advised that Arcadea will hopefully be joined by Gwneth Jones who has volunteered her services for 1 day a week to help us to update our contact list.	KSa	29 March
<p>NPO Bid</p> <p>The first regional stage of the process is now complete. The next stage is by area followed by the final national stage. The date for decisions to be made and people informed is the 29th March 2011.</p>	AFW	March
GA enquired after the Equality Act Seminar, AFW to speak to the head of diversity and advise of the outcome.	AFW	Next meeting
AFW left meeting early but advised board that should any further questions arise then she is happy to be contacted directly.	AFW	
<p>Business Plan</p> <p>Agreed that the format used by NCVO is very straightforward and should be used as a model by Arcadea.</p>	All	
Suggested that Arcadea could explore working with schools/universities/young people failed in the school system/ex service men/asylum seekers/NHS. To be clear that we are not providing arts therapies but are merely giving people an outlet to express themselves. Artists would need to be trained in how to work sensitively with these vulnerable groups.	PH	
A business planning group to be formed and to meet to begin process.	GA KSa PH SB	Early March

Point Discussed/Action to be taken	Who	When
<p>Mondays and Tuesdays are not convenient for KT</p> <p>City Library has invited local musicians to submit their work to be included in a new display in the movies and music section. Initiative organised by The Cultural Thing. CDs should be sent to PO Box 1261, Newcastle, NE99 4BB.</p> <p>Local Community Radio Station has invited Arcadea to go along and discuss our work.</p> <p>Issue discussed of current conflict over ownership of disabled artists work between NADACA who wish to archive the collection and Houghton le Spring who currently house the collection. Arcadea's stance is that the work belongs to the artists and should be housed according to their wishes.</p>	<p>KT</p> <p>PH</p> <p>GA</p> <p>GA</p>	