

Date / Time: Tuesday 26th November 2023 @ 4:30pm at Elks House, 114 Wilson St. Baywater

Attendees	<input type="checkbox"/> Caroline Friend (CF)	<input type="checkbox"/> Vincent Muir (VM)	<input type="checkbox"/> Michael Peters (MP)	<input type="checkbox"/> Jo Haythornthwaite (JH)	<input type="checkbox"/> Tristan Coleman (TC)
	<input type="checkbox"/> Wilma Hutchinson (WH)	<input type="checkbox"/> Clare Bennett (CB)	<input type="checkbox"/> Lesley Sampson (LS)	<input type="checkbox"/> Kay Hobbs (KH)	<input type="checkbox"/> Michelle Ellis (ME)

Our Vision: 'Be Connected and Creative Community'

0.0	<p>Welcome and apologies. Apologies – WH, MP Accept minutes from last meeting as a true and accurate record of the meeting. Accepted by: Record of decisions since last meeting (via email):</p> <ul style="list-style-type: none"> • Purchase of extra hanging wires and hooks (\$346) • Purchase of printable labels (\$226)
0.0	<p>Committee Induction Package (CI) - Job Description, Constitution, Values and Mission, Code of Conduct, Key Information, Financial Management Plan, Budget, Processes (including Gallery Standard Handbook, Exhibition Coordination, Venue Hire, others TBC)</p>
0.0	<p>Chairperson's Report (CR) – see attached report.</p>
0.0	<p>Treasurer's Report (TR) – see attached report.</p>
0.0	<p>Call for Reports – The Box – Feedback (WR)</p>
0.0	<p>Volunteer Roster Tool - Committees (CV) - Approval from committee required to go ahead. All Committee requested to try it out before the meeting.</p>
0.0	<p>Quarterly Music Sessions - Feedback and decision whether to repeat (Q)</p>
0.0	<p>Financial management (MB / CF) – Key points / ideas from City of Baywater Financial Management Training (also review Financial Management Plan)</p>
00.0	<p>Moral on back issues (PH)</p>
01.0	<p>Review outstanding actions (AR)</p>
02.0	<p>Any other business (please send before the meeting to be included in the agenda)</p>
03.0	<p>Items carried forward from previous meetings (only if there is time – if not, take forward to next meeting) Cybersecurity / IT management / passwords / facility codes.</p>