

Date / Time: Tuesday 26th November 2023 @ 4-6:30pm at Elms House, 124 Milner St, Bayswater

Attendees:	<input checked="" type="checkbox"/> Caroline Friend (CF)	<input checked="" type="checkbox"/> Vincent Mui (VM)	<input type="checkbox"/> Michael Peters (MP)	<input checked="" type="checkbox"/> Jo Haythornthwaite (JH)	<input checked="" type="checkbox"/> Tristan Coleman (TC)
	<input type="checkbox"/> Wilma Morkonen (WM)	<input type="checkbox"/> Clare Birtles (CB)	<input checked="" type="checkbox"/> Lindsey Sampson (LS)	<input checked="" type="checkbox"/> Lucy Hobbs (LH)	<input checked="" type="checkbox"/> Michelle Ellis (ME)

Our Vision: 'A Connected and Creative Community'

5.0	<p>Welcome and apologies.</p> <p>Apologies – WM, MP and CB</p> <p>Accept minutes from last meeting as a true and accurate record of the meeting. Accepted by LJ and JH</p> <p>Record of decisions since last meeting (into email)</p> <ul style="list-style-type: none"> • Purchase of extra hanging wires and hooks (SMB) • Purchase of promotional items (SMB)
2.0	<p>Committee Induction Package (CI) – Job Description, Constitution, Vision and Values, Code of Conduct, Key Information, Financial Management Plan, Budget, Processes (including Gallery Attendance Handbook, Exhibition Coordination, Venue Hire, others (M))</p> <ul style="list-style-type: none"> • The Committee agreed that we should have one document (quick guide) which is based on the 'Key Information' document with a list (hyperlinked) to the other supporting documents / procedures to make it easy to find the relevant documents. <p>The Committee members have agreed to be responsible for the following 'EMAC' policies / procedures and to review them and keep them up to date:</p> <ul style="list-style-type: none"> • Budget – CF / MP • Risk Management Plan – ME • Marketing Plan – JH • Venue Hire – JH • Exhibition Application and Guidelines – LJ • Asset Register – JH <p>Action: (CF) Produce the 'EMAC Committee Quick Guide' document (based on the 'Key Information' document).</p> <p>VM also advised that would like to step down from the Secretary role as soon as possible, and has prepared a list of the main tasks, so the role can be volunteered.</p>
3.0	<p>Chairperson's Report (CP) – see attached report.</p>
4.0	<p>Treasurer's Report (TR) – see attached report.</p>