



Meeting House Management Committee Minutes 2024-05-07

Convenor: Henry S. Thompson
Tuesday 7 May, 5:15 p.m., in 7 Victoria Terrace
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1. Attendance

Present

Rachel Fitzgerald (RF), Katrina McCrea (KM), Jacqueline Noltingk (JN), Henry S. Thompson(HST)

Prevented

Laragh Quinney (LQ), Sue Sierra (SS)

Copy to

Susie Harding, Neil Turner

2. Matters arising

2.1. Wrt 2024-04-30_3.2. Lighting

ACTION: HST to contact Jean Carletta about more replacable fitting: **DONE**

ACTION: HST&JK to put a request to Trustees for approval for a budget of £10,000 with Gunn: **DONE**

2.2. Wrt 2024-04-30_3.3. Carpets

ACTION: HST&JK to put a request to Trustees for approval, using recycled carpet tiles: Not yet

2.3. Wrt 2024-04-30_3.4. Flat 3F2 at 6 Upper Bow

We **AGREED** to go ahead on this basis: Hartley pushed back, with explanation that 'artists' enjoyed a better rate structure, with evidence. MG and HST agreed to accept his offer of £3,500.

Hartley subsequently asked for a slight extension to the let, from 12 July to 3 September, and we agreed this for a revised total of £3,600.

3. Local Meeting on 12 May

We still need someone to attend if possible, as HST can't be there

ACTION: HST to copy JN and RF with notice to LM Clerks and one of them will try to be at LM **DONE** by JN

4. Time without staff

We **AGREE** that any arrangement with MS and Beth Clark will only happen once a new post is agreed and described.

ACTION: HST to discuss with MG:

1. What tasks has she been doing which will need to be covered by MKE, and what training will be required.
2. A possible timetable for her availability: where and when

MG should certainly be *allowed* to go, but she may be *willing* to be here for some number of weeks in July and August.

She *might* want to do at least some of this to get closure.

So the invitation to a discussion should be tentative: to talk about handover tasks? to talk about what might be possible after 1 July?

Removal scheduling is an issue, because of likely street closure at the bottom of Johnston Terrace

Katrina is available for the 3 relevant weeks

Hallmaster *can* communicate with Xero

Week 1 is the real point where we need cover to be involved in what's going on

We need the current staffing timetable, from JN and MG, so we know what we need to cover, both over the Fringe and in the autumn

We *can* close the building on, e.g. Mondays and on Friday afternoons. We do need more casual staff, and if possible ones who will be planning to stay

ACTION: JN to circulate the spreadsheet of duties she compiled. **DONE**

July and August are really different from September...

HST will meet on a regular basis with MKE, both as a group and individually. Scheduling is tricky. Some regular closures may be necessary in order to have some staff overlap, so we can meet as a team.

We will have a 'phone tree.

Some all-hands meetings as well.

Have to check *both* flats every week.

4.1. Draft minute

From 1 July we need to have arrangements in place to cover all the essential responsibilities of the Meeting House Manager. Exactly what this means varies in terms of three distinct periods:

- A** 1-12 July: (Somewhat less than) business as usual
- B** 13 July-31 August: Let to C Venues
- C** 1 September onwards: Business as usual

We propose to cover business as usual, meaning at a minimum the operation of the Meeting House on a day-to-day basis for existing lettings and ongoing Quaker use with existing staff: the three contract staff (MS, EG, KL) and the casual staff, supervised as necessary by members

of the MHMC.

The extent to which we will be open for new bookings during periods A and C will depend on staff availability and fitness for the relevant tasks. We have not yet approached staff about their availability and interest in stepping up to more responsible roles, and so the scale of operation we can aim at will not be determined until we do so.

We will discuss with MG how the time between now and 1 July can best be used to prepare staff for at least the necessary tasks.

We are prepared to cover supervision and, if necessary, be present, during the crucial weeks of period B: 14-19 July*; 2-9 August; 24-31 August.

ACTION: HST to check with Hartley about this - will they actually be doing setup that week?
DONE

5. Any other business

5.1. Quinquennial Review

John Renshaw will visit in the week beginning 27 May to begin the on-site inspection for the Quinquennial Review

6. Date of next meeting

3 June 2024, 7 p.m., at 7 Victoria Terrace