Agenda & Notes – Monday 1 September 2025, 3:00 p.m.
Venue: 7 Victoria Terrace

Attendance: JP Ascher, Rachael Fitzgerald (RF), Andy Tucker (AT), Sammi Searle (SS), Henry S. Thompson (HST), Jackie Noltingk, Katrina McCrea
Prevented: Laragh Quinney, Duncan Wallace

1. Convenor's Report

- HST thanked Managers; nothing was escalated to him during the Fringe.
- Only issue: one glitch with the new phone system

2. Managers' Report

a. **Defend Our Jurys Protest**

- Request from David Somerville: use Meeting House for decompression/support after arrests.
- **Agreed**: Can go ahead. Sammi (as volunteer, not staff) and Henry will support.
- Teas/coffees by donation. Ensure space is fit for Sunday worship.

b. **IMMS Security System**

- Very difficult 3 weeks. Meeting with Managing Director secured 50% reduction in bill and a designated contact.
- Only one glitch so far; system will be monitored.

c. **Warner Bros. Contract**

- Lengthy process, multiple emails.
- Wall fixed; stonemason payment due 2 September.

d. **Recruitment**

- Understaffed; staff being flexible.
- Application deadline: 11 September.
- RF recruiting separately and will forward strong unsuccessful candidates.

e. **Staffing**

- Majk and Ellie have passed probation. No action required.

f. **2026 Prices**

- HS, SS, and AT to discuss separately.
- In meantime, accept bookings with holding reply.

g. **Equipment**

- Ladder required for Meeting Room. **Agreed**.

h. **General Update**

- Team exhausted, August very intense.
- Delays meant projects not completed.
- Current priorities: Fringe debrief, unpacking, Warner Bros. contract completion, recruitment, planning Fringe 2026.

3. Upper Bow Report

a. **Drug Visits**

- Southside agreed to undertake as part of contract.

b. **Subletting**

- Tenants asked to sublet; researched and refused.
- Reasonable request; no issue with refusal.
- Flat inspection 1 Sept; flat empty, to be checked weekly until tenants return.

c. **Pest Control**

- Flats treated for moths; some reappearing.
- Likely due to carpets and migration between flats.
- Managers to obtain monitoring quote.

4. Area Meeting – 10 September 2025

- Sammi and Andi to discuss and update Henry

5. Fringe Let to C Venues (Renewal Discussion)

a. Feedback: generally smooth; minor security issue (doors left unlocked). Much better than last year.
b. Not as peaceful as expected; productivity and morale affected.
c. Concerns: lack of Quaker presence and outreach.
d. Options considered for 2026:
    i. Continue with production company?
    ii. Approach alternatives (Fringe Society, Memento).
    iii. Run as independent venue.
e. C Venues open to Quaker outreach → **Agreed**: Offer 3-year contract, subject to option (ii).

6. Works to Meeting House, Upper Bow, Courtyard

a. **John Renshaw Proposals**

- **Flats:** Floor plans uploaded to Dropbox.
- **External Repairs:** Tender budget £108,000 incl. VAT. Small proportion chargeable to other owners/Boys Brigade. Tenders due 26 Sept. JR can add Bow Room works to tender.
- **Courtyard:** Tender includes minimum window repairs; double-glazing possible in crèche.

- **Heating/Ventilation:** Luths Services proposal for feasibility study; JR would charge for support (history/policy/technical input).
- **Crèche Alterations:** Only one consultant reply so far; JR provided fee proposal (warrant, tender, contract management). Suggests adding thermal insulation to external walls.
- **Bow Room:** Advice from Luths needed before replacing heater/ventilation. Recommend insulation on multiple walls. Suggested stair lift (limited accessibility, expensive). Could seek estimates via same contractors to reduce costs. Henry to seek Trustees' agreement.
- **Ground Floor:** JR suggested speculative rearrangement.

b. **Next Steps:** HT to ask Trustees about responsibilities between MHMC and Managers and how to proceed with works.
c. **Communication:** HT to reply to Central Edinburgh LM regarding their suggestion

7. Date of Next Meeting

- Week commencing 7 October 2025 (to be confirmed).

8. Any Other Business

- HS's term as Convenor ends 1 April 2026.
- He will notify Nominations Committee so a replacement can be sought.