



Meeting House Management Committee Minutes 2024-07-02

Convenor: Henry S. Thompson
Tuesday 2 July, 5 p.m., in 7 Victoria Terrace
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1. Attendance

Present

James Ascher (JP), Rachel Fitzgerald (RF), Katrina McCrea (KM), Jacqueline Noltingk (JN), Laragh Quinney (LQ), Henry S. Thompson(HST)

Prevented

Sue Sierra (SS)

Copy to

Neil Turner

2. Convenor's report

We welcomed JP as a new member of the Committee.

Lights have been done, issue with Foyer which we'll have to return to.

MS can use flat 4F for family in return for a donation if HK doesn't [overtaken].

3. Transition

3.1. Acting Manager rota

See [Appendix A](#).

3.2. Acting manager handover

JN handled MG's departure, including a last-minute hiccup when her train was cancelled.

3.3. Intruder alarm

HST failed to act on an alert call from the intruder alarm late on the evening of 1 July, but fortunately RF and MS stepped up, went in to the Meeting House, found no-one and nothing disturbed. It eventually emerged that a cleaner had gone in to collect something and set off the alarm on their way out.

3.4. MEK bonus

ACTION: HST to send notes from all-hands meeting

WE AGREED a .025 increase for each, first in July paycheck [overtaken]

ACTION: HST to ask Trustees approval via between-meetings [postponed]

4. Hiring

Further threshing, including:

- Job description vs. Aims and objectives: Do we need the latter?
- What about our (MHMC) Terms of Reference? Could we delegate some of what's there explicitly to the Manager?
- Chief Executive vs. Meeting House manager
- We're all volunteers.
- We don't have a Development budget
- Can't require a job share

WE AGREED that the flat could be part of the job, at first or permanently, but that "living above the store" was not a requirement

ACTION: HST to circulate the Manchester Job Description

ACTION: RF to start an Aims and Objectives

ACTION: JN to circulate updated Job Description

5. Date of next meeting

Tuesday 16 July 5 p.m. at 7 Victoria Terrace

6. Appendix A: On-call 'manager' rota

01/07/24-06/07/24	Rachel
07/07/24-13/07/24	Katrina
14/07/24-21/07/24	Henry
22/07/24-30/07/24	Rachel
31/07/24-06/08/24	Katrina
07/08/24-12/08/24	Rachel
13/08/24-15/08/24	Henry
16/08/24-20/08/24	Katrina
21/08/24-26/08/24	Henry
27/08/24-31/08/24	Rachel