

Meeting House Management Committee Minutes 2024-06-03

Monday 3 June, 7 p.m., in 7 Victoria Terrace

1. Attendance

Present in person: Miranda Girdlestone (MG), Laragh Quinney (LQ), Rachel Fitzgerald (RF), Jacqueline Noltingk (JN)

Present online: Henry S. Thompson (HST) and Katrina McCrea (KM)

Prevented: Sue Sierra (SS)

Copy to: Susie Harding and Neil Turner

2. Matters arising

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

ACTION: HST&JK to put a request to Trustees for approval, using recycled carpet tiles: Carried forward until after Fringe. It was noted that the last week in September is blocked out for this work to be carried out.

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

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

3. CArts

We have now received a marked up copy of the licence agreement from Hartley with suggestions and amendments. MG and HST think there is little in the way of substantive changes but, crucially, Hartley has agreed to take out public liability insurance at £5 million.

HST and MG intend to review Hartley's suggested amendments and present both Trustees and MHMC members with a draft for comment and review before Trustees meet on 4 June.

The first instalment of the licence payment is expected soon [in fact arrived on 4 June].

HST updated the group that the most likely date of entry by CArts is Weds 17th July.

4. 4F1 After MG's departure

We AGREED to offer flat 4F1 to Hartley at a cost of £6000 for the same duration as 3F2, as an extension of his licence agreement with us. We decided not to offer the accommodation more widely, even if Hartley decides not to take it, due to the restriction on short term lets.

ACTION: MG to approach Hartley with this offer.

5. Lighting

Having spoken to Jean Carletta of HeatHack, HST reported that there is no viable alternative to whole-fitting installation: See Jean's web page on the subject: <https://guide.heathack.org/background-knowledge/electrics/lighting.html>.

MG reported that there has been a concern raised by Anna Levin, a member of our AM, about people who have light sensitivities. There are lots of issues, including extrinsic/intrinsic lights and warm/cool levels of light, as well as a concern about lights that turn on and off automatically removing the choice from the individual about light levels in a room.

We AGREED to not change any of our light fittings to automatic operation and to try and ensure the maximum comfort level possible for meeting house users with the lumen levels of our new lights.

ACTION: MG to speak to Keith Gunn Electrical about the lumen levels of the proposed lights for our building and try to ensure maximum 'accessibility'.

New lighting should be installed in the building in the first week of July subject to trustees' approval of the cost.

6. Pop-up cafe

Uplands Roast are very interested in taking the foyer for a Fringe pop up.

Tupiniquim, a Brazilian Crepe café is also interested but possibly more for the long term let, rather than the pop up.

ACTION: MG to double check that CARts are definitely not intending to provide any kind of refreshments themselves and then to progress the conversations with Uplands Roast and/or Tupiniquim as appropriate.

ACTION: HST asked MG to provide a list of all the cafes that she approached, even those that said no, so he can feed back to Trustees.

7. MG's departure

MG has decided to stick to her original notice of resignation, so 30 June will be her last day.

We AGREED that MG could stay in the flat until 5th July to help with the logistics of moving and voting in the General Election.

MG is working on a list of tasks requiring handover training, and a rough estimate of required time to carry these out, drawing on her own records, the list created by Majk, Ellie

and Ken (MEK) and the spreadsheet circulated by JN, so we can make a more informed judgement about increased hours and possibly a further MHA appointment.

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 1–16 July: (Somewhat less than) business as usual

B: 13 July–31 August: Let to C Venues

C: 1 September onwards: Business as usual

Beginning on 1 July we propose to cover business as usual, meaning at a minimum the operation of the Meeting House on a day-to-day basis, that is for existing lettings and ongoing Quaker use, with existing staff: the three contract staff (MS, EG, KL, aka MEK) and the casual staff, supervised as necessary by members of the MHMC.

MG and HST, with input from JN and MEK, aim to have a plan by 10 June for MG to train MEK between then and 25 June, when there will be an all-hands staff meeting with HST, RF and JN present to review the state of play and address any remaining issues.

HST, KM and RF will form a rota to be the point person for MEK questions/contact in emergencies. This is particularly important during the crucial weeks of period B: 14-19 July; 2–9 August; 24–31 August.

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 approached staff about their availability and interest in stepping up to more responsible roles, but a detailed analysis of what we can expect will not be available until the training plan is clearer.

We look to Trustees to initiate and drive the consultation process on what staffing profile we are looking to see in SE Scotland Area Meeting, which MHMC are of course happy to participate in.

8. AOB

We only received one application for the recently advertised casual Hospitality Assistant role – it was from Beth Clark.

MG confirmed that Liang and Marie are both covering all evening shifts at present and have confirmed their willingness to continue doing so, as well as being open to daytime work as well. This means that we are essentially covered from a casual staff perspective, albeit without a lot of 'slack' built in to cover sickness and holiday.

We AGREED that now was not the time to recruit a new member of staff and that we should review again with MEK later in the summer.

ACTION: MG to contact Beth to explain our decision not to recruit at this time but to ask if she would be willing for us to keep her application on file for the next recruitment round.

9. Date of next meeting

Mon 24th June, 4.30pm