



# Meeting House Management Committee Minutes 2024-07-02

Convenor: Henry S. Thompson  
Tuesday 1 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

Susie Harding, 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

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