



Meeting House Management Committee 2024-08-27 Minutes

Henry S. Thompson
Tuesday 27 August, 5 p.m.
7 Victoria Terrace
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Table of Contents

1. [Attendance](#)
2. [Convenor's report](#)
 - 2.1. [4F Upper Bow shower](#)
 - 2.2. [Regular meetings with staff](#)
 - 2.2.1. [With Rachel 2024-08-15](#)
 - 2.2.2. [With Henry 2024-08-29](#)
 - 2.3. [Fire Alarm upgrade](#)
 - 2.4. [Kitchen toilet leak into Hideout Café](#)
 - 2.5. [Hiring](#)
 - 2.5.1. [4F sublet query](#)
 - 2.6. [Trustees meeting 2024-08-20](#)
3. [Café](#)
4. [C Arts](#)
5. [Carpets](#)
6. [Business as usual September-December](#)
 - 6.1. [Contract staff](#)
 - 6.2. [Casual staff](#)
 - 6.3. [End of lets](#)
 - 6.4. [Meeting Room microphones](#)
7. [Payment for use of Johnston Terrace garden](#)
8. [Planning for debriefing meetings](#)
 - 8.1. [Internal](#)
 - 8.2. [With Hartley](#)
9. [Date of next meeting](#)

1. Attendance

Present Rachel Fitzgerald (RF), Katrina McCrea (KM), Laragh Quinney (LQ), Henry S. Thompson (HST), Majk Stokes (MS) in part
Prevented J. P. Ascher (network problems)

2. Convenor's report

2.1. 4F Upper Bow shower

2 days after move-in shower packed up, needed new shower and cable, made good plaster and tile, after 12 days :-(. Details of costs are with Jackie.

2.2. Regular meetings with staff

2.2.1. With Rachel 2024-08-15

Extra WiFi has never worked

Decided not to have soup-making to go ahead for Sunday 1 September as Kitchen not in good enough state.

2.2.2. With Henry 2024-08-29

See actions in [Contract staff](#) below

2.3. Fire Alarm upgrade

Deposit of £500 was paid by Hartley Kemp (HK)

Beeper which gives feedback on button-press is no longer happening :-)

HK asked for a call with HST but never rang.

[HK emailed on 2024-08-29 and requested relief and/or participation. This will have to be the subject of a between-meetings decision via email]

2.4. Kitchen toilet leak into Hideout Café

£40 paid to Hassan for his plumber, our plumber did nothing, hasn't billed (yet).

2.5. Hiring

We **AGREED** that we would (seek to) interview any job-sharing applicants both at once, in person.

ACTION: HST to post all applications to Dropbox

We **AGREED** target interview dates of 30/9 and 4/10, all day, here

ACTION: HST to book the Bow Room

2.5.1. 4F sublet query

we **AGREED** that HST can say that living in at least during the week is a requirement of taking the flat, no subletting.

2.6. Trustees meeting 2024-08-20

Trustees approved contracting with Peter Young, "subject to John Renshaw" - see [Carpets](#) below.

3. Café

Ian Wilson is keen to do a more substantial café offering vegetarian food, but is willing to undertake a 'pop-up' trial period. Office will ask him in for a chat in due course.

4. C Arts

Setup and ongoing management suffered from being short-staffed, as well as the complexity arising from there being two types of staff: Paid and volunteer. There were two changes of venue manager in quick succession early on.

5. Carpets

We **AGREED** on the "Sea Blue" sample tile.

ACTION: MS to finalise arrangements with Peter Young, then ask Jackie Noltingk (JN) for a deposit of £4000 to be sent to them.

6. Business as usual September-December

*At this point MS left
the meeting.*

6.1. Contract staff

ACTION: HST to let staff know that the existing uplift will continue until the new Manager is in post [**DONE**].

ACTION: HST to offer MS the title of Acting Manager in time for the Thursday meeting [**DONE**].

6.2. Casual staff

Not in a rush to appoint, for a range of reasons, but will look to advertise again in September.

6.3. End of lets

HST and MS will do two walk-throughs of the Meeting House and both flats with HK, one on Friday 30 September to look for issues, one on at a time subsequent to C Venues and their staff having left for good.

6.4. Meeting Room microphones

New light fittings won't support old mic cables.

ACTION: MS to liase with Keith Gunn to ask them to minimise the visual impact of the trays - above the lights, perhaps? [**DONE**: Keith Gunn say that over the lights should be possible.]

7. Payment for use of Johnston Terrace garden

We **AGREE** to pay £200 to the Scottish Wildlife Trust for that.

ACTION: JN to arrange for this payment.

8. Planning for debriefing meetings

8.1. Internal

Overtaken, staff meeting on Thursday will in fact do this.

8.2. With Hartley

ACTION: HST to find out how long HK is going to be in Edinburgh, and arrange a walk-through for Friday or Saturday, include MS in planning. [**Overtaken** in part: initial walk-through agreed for Friday, request for date for final walk-through sent to HK]

Wrt a follow-on contract, MSMC can have our own discussion about that in late September/early October.

Paradise Green not interested in adding Venue 40. Greenside might be worth contacting again.

9. Date of next meeting

TBA.