

Attendees:

Sheila Carrick, Kelly Ambrosini, David Reynolds, Michelle Armstrong, Colin White, Sue Clarke, Anthony Knight, Samantha Townsend, David Gargett

Apologies:

Lisa Knight, Dene Clark, Fred Langley

Minutes from previous meeting approved

Actions to review:

- **Roof** – no further progress
- **Access** – New ramp installed, Sheila reports that it's good
- **Brass Christmas Event** – too short notice to organise. Sue waiting to hear back from Ferryhill brass band
- **Stute Newsletter** - Sam to look into

Financial:

Trustees - Julie / Fred have been in touch with the solicitors. There are no minutes available for the original meeting when the committee were appointed so we need to look for another approach. The current committee is invalid so there is a need to assemble a temporary committee, change the rules to allow the appointment of trustees.

Finances - as of 13/11, it isn't know whether bills have been paid of what the bank balance is, or whether internet banking has been arranged. Sue needs bank details to set up Quickbooks.

Card payments - David R proposed Square UR card payment but may have missed that opportunity. Bar sales are improving but may still be missing out because of lack of card payments. So, David R proposed that SOS funds the cost of a Wifi enabled card reader for the Institute, and Sue proposed a reader for SOS events. Debit card only was mentioned.

Paypal fees - transaction fees are 2.9% + 30p per transaction. Michelle proposed charging these fees for Paypal payments, and David R mentioned a booking fee for Paypal / online purchases.

Spruce up:

Building - still needs more of a recce. David R carried out a photographic survey in order to put a document together for potential contractors. PPG - paint charts are on their way. It was proposed that we look at alternatives to the ceiling tiles for the foyer.

Outside - some wood needs to be cut up and moved, Sue's dad will dispose of this. Thanks were put forward to Sue's dad for his amazing work! Sue to look at security lighting.

Events:

Quiz - down on numbers, possibly move to lounge. Made approx. £65. Sue to print poster for next event.

Transylvanian Ball - low numbers but everyone enjoyed the night.

Remembrance Day - a success with great feedback, busy, maybe a bigger room and music next year? David Gargett to look at ways to promote the event for 2020. Following on from this, it was proposed that the Stute memorial be moved into the foyer, and that SOS lay a wreath at next year's event.

Christmas Market - 3x banners printed without dates so they can be reused.

Share the Darkness - 82 tickets sold as of 7th December - raffle to arrange

Lone Vigils - event arranged for 30th November

40s night - new event to help Alan Elwood raise funds for memorial to plane that crashed near Brusselton. Proposed - bunting in the hall, swing dancing, a piano, a vocal group, possibly Salvation Army band?

V.E. Day - tea party to celebrate V.E. Day. Further research necessary for this one.

Institute Committee Meeting updates:

Mainly discussion of PPG's offer of materials to decorate. Finances are looking much more healthy, with 24 new members.

Friends of SDR meeting:

Sue attended, was very informative. Things to consider:

- **Online shop / merchandise**, generating funds - www.therailwaystation.shop
- **The Globe** - quarterly magazine

- **Beer train** - Shildon to Darlington, possibly look at organising a bus from Shildon station to the Stute
- **International links** - how can the Institute tie in with these?

AOB:

- **Shildon Heritage Alliance** needs another director
- **PR matters** - postpone discussion until next meeting
- **Newsletter** - Sam to speak to Rebecca
- **Christmas Card** - amends and print before Christmas Fair
- **Garden Party** - car park needs more work before this could go ahead.

Next meeting:

30th December