

## **Minutes of Committee Meeting, Wednesday 31 October, 2007.**

### **Venue: Platform 22**

Present: Niall Paton, Alison Paton, Phil Thompson, Alan Florence, Emma Pattulo, Rod Scott, Gordon Watt, Emma Pattulo, Jacky Niven, Martha and Bryan Anderson  
Apologies from: Frances Crawford, Susie Hunt

### **AREAS DISCUSSED:**

**Welcome** – Chairperson (Niall) opened the meeting and welcomed Jacky Niven (new area rep for the South, replacing Rosie Long) and Martha and Bryan Anderson who were interested in finding out more about NEOS.

**Secretary Position** – It has come to the committee's attention that the paid co-ordinator/secretary cannot also be the office bearing secretary (ie person who takes minutes). Emma Pattulo has agreed to take on the title but was concerned about taking minutes - it was agreed that this role would rotate for each meeting so that a different committee member takes minutes each meeting.

**Participant evaluation forms** – disappointing response – 60 out of 183 participants returned forms, although committee confirmed that the response was sufficiently significant to factor to 183. Feedback attached to minutes at end.

**Prize Draw** – 136 forms returned, feedback attached to end of minutes. Feedback very positive, although again very small percentage returned of visitors during NEOS(1.5%). Prize draw was held and winner was Ashlea Hassan. Alison to prepare £100 voucher to send to Ashlea.

### **Lessons Learnt from NEOS07:**

- More distribution required through libraries and Tourist Information Centres (particularly in Aberdeen)
- Art Gallery Aberdeen – Niall and Susie to visit to persuade them to take brochures
- "Free" on Front cover of brochure
- Specify a "late night shopping" evening for those who would like to open
- Additional checks required for potential participants – ie check that images and cheques have been received for on-line entries but also check that there is an on-line entry for all those who have sent in cheques.
- Brochure –
- Closed venues – comments received that contrary to the brochure, some venues were closed when should have been open – reinforce that venues should be open when advertised and must be open for at least one day on one weekend.
- "What did you think of Publicity" change question on participant form so it relates more to the participant's own efforts at publicity.
- Add Stonecarver, Silversmith, Clock Restorer to list of skills
- Check all distribution points have an advert in the brochure
- Posters available on-line to download
- More Postcards for distribution

## **TREASURERS REPORT**

Rod gave a detailed breakdown of the position in the bank and the incomings and outgoings for 2007. Total incomings were £14918 with an additional £1500 grant to come from Aberdeenshire council. Money out was £20740. Although there was an overspend of £5,822 the net position in the bank remains at £3,788 for the year. The committee agreed however, that the registration fee needs to increase. Jacky Niven has experience in marketing and suggested that a figure with 7 is better received. So the proposal is that the fees should be increased to £87 with an additional £10 charge to paper entries. To be agreed next meeting.

## **NEOS 08**

Dates are 13-22 September 2008

Gordon to host an area on his website for 2008 where participants can up load images

New price proposal – Participant/Gallery on-line entries £87, paper entries £97

Participant feedback form to be available for completing on-line

Numbering for entries and venues – Gordon and Phil to look into this for 2008

## **COMMITTEE POSITIONS (CHANGES):**

Emma Pattulo will be the office bearing Secretary for 2008.

Alison Paton is stepping down from the paid Co-ordinator role and Gabrielle Reith has agreed to take on this role.

Jacky Niven will be the new area rep for the South and has agreed to help with fundraising on a paid basis at £15 per hour.

Gordon has agreed to continue maintaining the website but does not wish to be involved in the registration process for 2008.

**NEXT MEETING: TBA**