

MINUTES OF THE LSA TRUSTEES MEETING 19th AUGUST 2015

Present:

Kate Livingston (in the Chair), Tony Cartwright, Alison Chantrey, Clive Engwell, David Phillips

Apologies: James Callaghan, David Haedicke

KL welcomed everyone to the meeting.

1. Previous minutes

The minutes of the previous meeting would be considered at the next meeting.

2. Chair's comments:

a) Trustee Resignation

It was reported that Bryan Kelly had resigned as a trustee. Appointment of trustees required the agreement of members at a General Meeting. It would not be necessary to hold a General Meeting to appoint a replacement for Bryan as there were sufficient Trustees in post.

b) Future Meetings

It was agreed that the Trustees would meet on the first Wednesday of each month at 10am at Deasil, beginning on 7th October 2015.

2. Treasurer's report:

TC reported that the LSA had £29k in total in its accounts (including Gallery 150 funds). However, Art in the Park receipts were in, but the invoice for the marquees had yet to be received. In addition, ArtSpace 42 had not yet been paid for. The bank balances were not therefore an accurate reflection of the LSA's financial position.

a) Art in the Park Finances

TC would meet with Carole Sleight, on her return from holiday, to discuss the total expenses and income for AITP. Carole had succeeded in raising between £6 and £7k in sponsorship and had been paid £900 for her work up to March. It was agreed that she had put considerable effort into organising AITP and that TC should discuss with her suitable recompense.

b) Summer Exhibition

The Summer Exhibition had cost approximately £400 net. Aspect Consulting had not yet paid the sponsorship funds, but Kate agreed to speak with Paul Tyler about this. Approximately £850 had been received for artist submissions. Warwickshire College had charge £300 for weekend security and a further £300 had been spent on public liability insurance. It was anticipated that future shows could be run with a lower insurance premium once an annual policy was in place.

ACTION: KL

It was reported that Mo Enright had won the Peoples' Choice Award and that this should be announced in the next newsletter.

ACTION: AC

c) Trustee Expenses

TC was formalising the expenses claim procedure so that a papertrail was in place to document payments. A form had been circulated to all Trustees for their use and comment.

It was agreed that reasonable expenses for petrol should be refunded.

d) Signatory and contact detail changes

TC was to arrange for additional signatories to be put on the bank accounts and for changes to be made to contact details for the Lloyds account. CE would remain as a signatory, but KL and AC were to be added.

ACTION: TC

CE would notify the Charity Commission of the changes to trustees and put David Haedicke as contact for future correspondence.

ACTION: CE

3. Membership:

AC reported that the Summer Exhibition had attracted 2 new members. AITP had 10 new members sign up and a further 2 enquiries had been made since. There were now 309 members in the database, but the July renewals had not yet been checked.

4. East Lodge

It was reported that the financial reference provided by the bank had met the Council's requirements and that solicitors were now drawing up a contract. It was agreed that the contract should be reviewed with a critical eye, but that this should be done quickly to ensure no further unnecessary delays.

It was hoped to move quickly to occupy East Lodge once the contract was signed so expressions of interest in studio space were to be invited from members through the next newsletter.

It was agreed that an East Lodge sub-committee with a co-ordinator should be sought to establish the studios and the LSA base at East Lodge. KL reported that Morgan Forth was interested in taking on a role in the Lodge and in becoming a trustee. A call for volunteers would be put in the newsletter.

ACTION: AC

5. Future Events

KL reported that she was applying for the opportunity for LSA to exhibit at the Rguby Art Gallery and Museum "First Floor". She would also be searching for an appropriate venue for a pop-up exhibition in Leamington town centre in the run-up to Christmas.

ACTION: KL

It was suggested that in future the LSA should have an exhibition team which could seek opportunities and could petition the Leamington Art Gallery for the use of its exhibition space periodically.

6. Art in the Park 2016

KL reported that she would be meeting with BID and Carole Sleight about the future of AITP. All were in agreement that AITP should continue. It was proposed that LSA members should receive a discount on fees (to help establish AITP was a LSA event).

It was agreed that Carole should be asked to organise the event again in 2016, but a pay structure should be agreed in advance – the suggestion was a % of sponsorship monies raised.

It was agreed that the committee should thank Carole for her efforts as part of the AITP volunteer party, which was being held at the Pump Rooms on 13th September. All Trustees were encouraged to attend and AC would arrange a bouquet of flowers from Sarah Horne.

ACTION: AC

7. Art in the Park

The next meeting of AITP volunteers was being held on 2nd June at the BID Leamington offices. Preparations were well in hand.

8. Newsletter

It was agreed that, in addition to those specific items already raised during the meeting for inclusion, the newsletter should continue to include job or exhibition opportunities and seek content from members. DP agreed to provide information about what art exhibitions were on and TC requested images of members' work for inclusion in the website.

ACTION: DP and AC

9. Other Business – Studios at Bread and Butter

It was reported that the owner of Bread and Butter had decided not to go ahead with offering the studios through LSA. There was concern that this was due to the hesitation of the committee. However, it appeared that there were some problems with the tenancy, which had already started, as the café was not opening every day as had been advertised. It was felt that this highlighted the need for clarity and openness in the committee's dealings and for a professional approach to all its undertakings.

10. Next Meeting:

Wednesday 7th October 2015