

LEAMINGTON  
STUDIO *Artists*

## **MINUTES OF THE MEETING OF THE TRUSTEES ON 16th JUNE 2016**

**The meeting commenced at 10 am at Deasil in Leamington Spa.**

### **Present:**

Trustees: Kate Livingston (KL) (Chair), Tony Cartwright (TC) (Treasurer), David Haedicke (DH) (Secretary), Alison Chantrey (AC) (Membership Secretary), David Phillips (DP), James Callaghan (JC)

By Invitation: Morgan Forth

### **1. Welcome**

KL welcomed everyone to the meeting and noted that all Trustees were in attendance. Morgan Forth, Manager for East Lodge, also attended the meeting and was welcomed by the Trustees.

### **2. Previous minutes**

The minutes of the meeting on 19<sup>th</sup> May 2016 were approved.

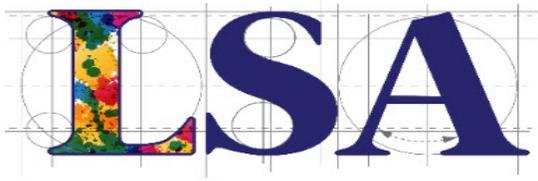
### **3. AGM agenda**

The Trustees discussed the agenda and administrative requirements for the AGM. The AGM will be held at St. Mary's Church Hall, St. Mary's Road, Leamington Spa, CV31 1JW, at 7 pm on July 13<sup>th</sup>.

The Trustees approved use of the forms for electronic voting and nominees to the Board (copies attached). These forms will be attached to notification of the AGM to the Members that will be distributed electronically by AC on or before 23<sup>rd</sup> June 2016. The notification will also include the Agenda for the meeting and will direct Members to the LSA website for a copy of the Minutes of the 2015 AGM. The notification will also direct members to the appropriate site for electronic voting for matters included in the Agenda (e.g., election of Trustees for the 2016-2017 year). The Financial Report for 2015-16 will also be distributed to the Members prior to July 13 by TC.

The Trustees each indicated that they will stand for re-election, with the current officers standing for re-election to their current position. The Trustees agreed on the importance of attracting new members to the Board. At least one Member has expressed an interest in joining the Board and KL will pursue that with the prospect. Other possible nominees were also noted for further follow up.

### **4. Financial update**



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## **MINUTES OF THE MEETING OF THE LSA TRUSTEES ON 16th JUNE 2016 (Continued)**

TC reported that LSA's bank balances, in total, had declined by £561 since the report at the previous meeting on 19<sup>th</sup> May 2016. Principal expenditures during the month had included storage costs for items from Gallery 150, costs of the Arts Fair on 21<sup>st</sup> May, insurance cover for East Lodge that also extends to the Arts Fair and other events during the year not hosted at East Lodge, and other costs at East Lodge. Such costs, in total, amounted to £1,679. TC also noted that there will be upcoming costs in June related to a tablet that will help process PayPal payments for items sold at East Lodge and other events and also costs for Art In The Park in August.

DP noted that LSA is still owed £300 by Warwickshire College and that he will pursue collection of this amount.

AC and KL also noted that LSA should receive money for sales of ArtSpace but that this was not yet occurring. DP said that he would look into this and report back to the Trustees.

TC and KL noted that procedures still need to be implemented for collecting commissions on sales of art work at East Lodge and other events and also to ensure that commissions due PayPal for sales of art work are absorbed by the seller of art works rather than LSA.

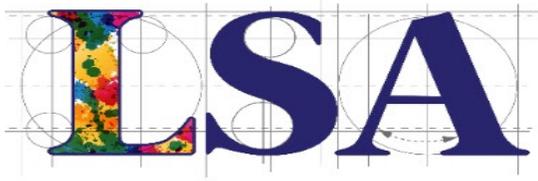
### **5. Membership update**

AC reported that there are 243 members with six departures from last month's total but also six new members. AC also reported that there are 312 friends of LSA on Facebook, a net addition of 11 since the previous report. MF noted that there are 463 followers on Twitter.

The Trustees agreed that Mo Finnisey would be an honorary member of LSA. KL will notify Mo and her son regarding the honorary membership and to cancel Mo's standing order to pay for membership. AC and TC will determine how to refund Mo's current subscription payment.

### **6. East Lodge update**

MF reported that he had held a lunch meeting on 15<sup>th</sup> June 2016 of all the volunteers and studio holders at East Lodge. He thought the meeting had been very useful in discussing the progress of East Lodge and in giving voice to suggestions for improvements that could be made as well as providing an understanding of the differences between East Lodge and Gallery 150. AC noted the continuing intent of the



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Trustees to form a Committee to assist in managing and progressing the East Lodge initiative.

DH noted the original intent of the Trustees to review and evaluate the financial and operational status of East Lodge after six months of operations. While the six month mark has not yet been met, TC was of the view that East Lodge was probably only marginally loss-making and still well within the ability of LSA to fund its losses. TC noted that the rent-free period for East Lodge will end soon and further financial evaluation will need to occur on a regular basis.

MF also reported on the recent fire inspection of East Lodge, noting that the inspection had identified several corrective tasks that were the responsibility of the landlord (Warwick District Council) and a more limited number of low- or no-cost tasks that LSA would undertake.

### **7. Art In The Park update**

KL reported that LSA's co-founding role with Mo Finnissey of AITP was being appropriately acknowledged in the build up to the event in August in a very positive way. AC and KL will put LSA membership materials in both the LSA marquee at AITP and at East Lodge, too.

### **8. Logo Design**

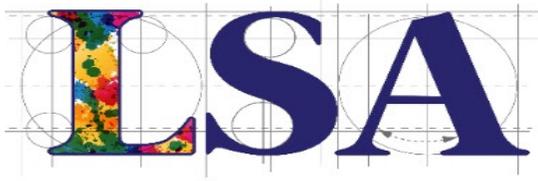
AC reported that there had been some feedback on the new logo, some very positive and some less so.

TC and AC will make a 'package' of alternative formats of the logo for use in different situations. DP said he would be sure that the new logo was used for the next ArtSpace issue due for publication prior to AITP.

### **9. Spring Art Fair**

AC reported that the Spring Art Fair at the Leamington Town Hall had been a success, with 13 paying stalls, revenue of £480 and costs of £534. Stallholders had sales of approximately £600. AC also noted that the café arranged in connection with the event had also worked nicely.

There was general support among the stallholders for repeating this event once or twice each year, probably at Christmas and in the Spring. There are opportunities to better advertise the event through use of a banner on the day of the event and more effective



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advertising (word of mouth, etc.) by the stallholders themselves. AC thought live music might also be a nice addition but might be expensive.

AC will inquire with the Town Hall administrator about space for the event during the Christmas season and also for next Spring.

### **10. Summer Art Show**

DP is trying to liaise with Warwickshire College, the traditional venue for the Show, regarding dates in September/October when the Art Show could be held at the College. KL noted that LSA could accommodate any dates that were proposed by the College.

MF noted that the Royal Priors shopping centre might be an alternative venue to Warwickshire College, a suggestion that was viewed favourably by the Trustees. MF will continue attempting to liaise with the manager for the Royal Priors to see if suitable space and timing can be arranged.

### **11. Matters arising:**

JC noted that the Trustees should resolve whether items from Gallery 150 still in storage can be used at East Lodge or should just be thrown out. TC offered to help with emptying the storage locker and either taking to East Lodge or to the Leamington tip. JC, TC and MF will coordinate over convenient timing for this.

TC said that he will send links to each of the Trustees for the current version of the LSA website and asked for suggestions on final improvements to the site. He will then try to finish the website and launch it prior to the AGM.

### **12. Dates for next meetings**

The Trustees agreed to meet just prior to the AGM at 6 pm on 13<sup>th</sup> July at St. Mary's Church to prepare for the AGM.

The Trustees also agreed to meet at 10 am on 21<sup>st</sup> July at Deasil in their first post-AGM meeting.

The current meeting then concluded at 11:45 am.