

LEAMINGTON
STUDIO *Artists*

**MINUTES OF THE MEETING OF THE TRUSTEES
16th November 2017**

The meeting commenced at 9:30 am at Slate Art Gallery 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)

By Invitation:

Chris Freegard-Elmes (CFE) (Manager, East Lodge)

Apologies:

Soolie Burke (SB), James Callaghan (JC), Morgan Forth (MF), Meurig Hughes (MH)

1. Welcome

KL welcomed everyone to the meeting and noted Apologies from those not able to attend.

2. Approval of Minutes of previous meeting

The Trustees approved the Minutes for the Trustees' meetings on 14th September 2017 and 19th October 2017, copies of which had previously been circulated.

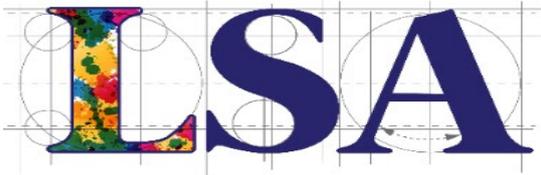
3. Treasurer's report

TC reported that total balances were substantially the same as those reported at the meeting on 19th October 2017 but cautioned that several payments to artists are still to be paid and they will reduce this figure.

TC noted that we need someone to maintain an up to date ledger of income and expenditure at East Lodge as records are not currently kept up to date. He and CFE will bring the ledger up to date and will then seek to identify a volunteer to maintain the ledger and report to TC each month.

ACTION: CFE, TC

TC confirmed that Warwickshire College has paid the billing sent to them for issue 46 of ArtSpace and suggested that the unpaid billing for issue 45 be waived. The Trustees agreed with this suggestion in view of the College's overall support for LSA.



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CFE reported that he is in the process of contacting Veronika Polk and Tony Dobson about electing Gift Aid regarding their donations.

ACTION: CFE

The Trustees reviewed the purpose of the contingency funds of £10,000. The Trustees agreed that 'reserve' is a formal term and does not accurately describe the nature of these funds since the Trustees and the members at the AGM in July 2017 generally referred to them as contingency funds. There was agreement with the description by TC and KL that these funds are held as a contingency for significant and unexpected costs that LSA and East Lodge may face. At this point, such costs might include relocation from East Lodge at the conclusion of the current lease in January 2019 since the lease agreement does not contain provision for extending the lease. Relocation to other rented facilities would include costs for closing down East Lodge, storing the equipment and other contents of East Lodge, identifying new space suitable for LSA's needs, refitting the new space, attorney costs for drafting a new lease, advance rent payments and operating for a period of time with no income from the new space. As such, the Trustees again agreed that the £10,000 is an appropriate amount to be held for relocation or for other contingencies that may arise unexpectedly such as, for example, the initial estimates for energy costs at East Lodge.

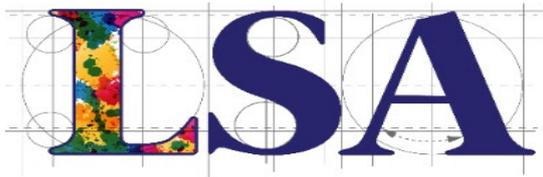
4. Membership report

AC reported that paid-up membership is now 268 members, with 532 people 'liking' LSA on Facebook and 512 Twitter followers. She updated the Trustees on her continuing effort to get members to update their standing orders for payment of membership fees. AC also noted a welcome increase in members showing an interest in volunteering at East Lodge.

AC distributed a draft statement for LSA's voluntary (but not required) compliance with applicable provisions of the Data Protection Act (see attached) for use by LSA and based on her research into what other charities are doing in this regard. She requested comments on the draft from the Trustees before finalising it. The Trustees approved the draft in essence but subject to such further changes as are made to it.

ACTION: AC, TRUSTEES

The Trustees agreed that a Christmas Party should be held and selected Thursday, December 14, from 6 pm to 9 pm as the date and times for the event. CFE will organize access to East Lodge with Jephson Gardens and with invitees from the Jephson Gardens staff. KL will organize food delivery for the party and CFE will obtain glasses for drinks. AC will include an



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invitation to the party in the newsletter and with the issue of ArtSpace that will be distributed with ArtSpace in December.

ACTION: CFE, KL, AC

5. Events reports

Coordination with Warwickshire Open Studios—KL reported that she had been unable to attend the WOS AGM but had sent apologies on behalf of LSA. She noted that one result of the AGM had been for WOS to increase its membership fees from £15 to £25.

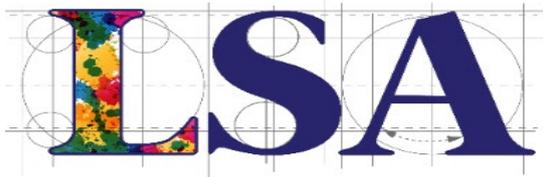
AC reported that she is working with the East Lodge studio holders on becoming WOS members prior to the WOS Summer show. Space for four artists will be made available for the Summer show. AC is working out the terms of participation in the Summer show with WOS and the studio holders.

ACTION: AC

ArtsFairs—AC reported that two members had taken stalls at the October ArtsFair and were positioned within the Farmers' Market facing onto the Parade which helped increase footfall at their stalls. She reported that two members have signed up for the November ArtsFair at this time with two further potential bookings of which she is aware.

The November ArtsFair will be the final one for 2017, with 2018 ArtsFairs currently expected to commence in March 2018.

Current and upcoming exhibitions at East Lodge—CFE reported that there was good footfall for the Annual Open Exhibition—Paintings and Illustrations. Sam Hall was awarded the Judge's Prize of £100 by Nancy Upshall. The £50 award for People's Choice went to Gillian Buick for 'Ocean's Roar'.and the painting was sold on the last day of the Exhibition. Gabrielle Rucinski and Sueli Moreton are exhibiting their work from 1st November until 25th November. The Annual Members' Christmas Gift Show will take place on 29th November and run to 14th January. The studio holders and volunteers will then exhibit from 17th January to 28th January and the Annual Open Photography and Digital Images Exhibition will take place from 31st January to 25th February. The Trustees discussed the timing for other exhibitions and bookings, noting that the Annual Exhibition for Sculpture and 3D has yet to be scheduled and that LSA, through KL, has been approached by Lynne Gougeon from Whitnash School about an Exhibition as well. The initial suggestion was that LSA would make one of the galleries available to Whitnash School students at no cost to them while the other gallery would be taken on a paid basis by Lynne Gougeon, the organizer of the school exhibition. The Trustees agreed with this suggestion. The Trustees showed



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much interest in both the Whitnash School exhibition and in promoting an annual exhibition by a local school as part of LSA's charitable aims. CFE and KL will follow up. Overall, however, TC requested that continuing work be done on the schedule of events for January to March, 2018.

ACTION: CFE, KL

6. ArtSpace

DP noted that publication of a pre-Christmas issue of ArtSpace is still on track for publication by 10th December.

7. East Lodge

LED track lighting and spotlights for interior of East Lodge—CFE reported that Andy Parker has installed the LED lights and they are a great improvement.

Implementation of printer—TC reported that he has installed the printer but that further work is needed to get it fully functional.

ACTION: CFE, TC

Update on Chris Elliott's (Chief Executive of Warwick District Council) visit to East Lodge on 18th October—DP reported that further investigation of opportunities for LSA at Warwick District Council's space in the Leamington Town Hall has indicated that the space is designated to become part of the Creative Quarter and will not be available to LSA.

Footfall statistics, sales by exhibitors and studio holders—CFE reported on footfall at Exhibitions since July, noting that footfall at East Lodge appears to exceed that at Gallery 150.

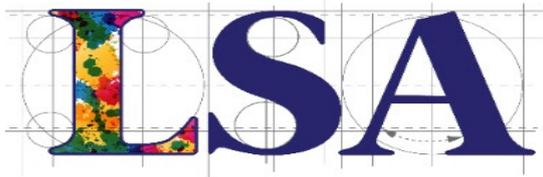
Writing Workshop (6th and 7th November)—In SB's absence from the meeting, an update on the Writing Workshop was deferred to the next meeting of the Trustees.

8. Other business

Computer and Internet capability at East Lodge—KL reported that Jamie Cave has completed his review of the computer needs and computer capability for East Lodge. Although KL reviewed the findings in the meeting, she said she would circulate the full report to the Trustees (see attached).

One of the report's suggestions is for the computer at East Lodge to be cleaned and KL said that she would arrange to have that done.

ACTION: KL



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CFE is continuing to pursue improvements to the internet connection at East Lodge. The report from Jamie Cave emphasized the importance of the internet connection in enabling efficient, less stressful work on the computer.

ACTION: CFE

Away Day in January—the Trustees agreed that the Away Day will occur on Monday, 15th January, at AC's house from 9:30 am to 4:30 pm. It will incorporate a regular meeting of the Trustees.

9. Next meeting place and date/time

The next meeting of the Trustees will be at 9:30 am on 15th January at AC's house and will precede the Away Day meeting.

There being no other business, the meeting adjourned at 11 am.