

LEAMINGTON  
STUDIO *Artists*

**MINUTES OF THE MEETING OF THE TRUSTEES  
10<sup>th</sup> April 2018**

**Trustees Present:**

Tony Cartwright (TC) (Treasurer), Alison Chantrey (AC) (Membership Secretary), Meurig Hughes (MH), David Phillips (DP)

**By Invitation:**

Chris Freegard-Elmes (CFE) (Manager, East Lodge), Karen Parker (KP)

**Apologies:**

Soolie Burke (SB), David Haedicke (DH) (Secretary),

**1. Selection of Chair for meeting**

The Trustees chose TC as Chair for the meeting. In the absence of DH, AC agreed to take the Minutes.

**2. Approval of Minutes**

The Trustees approved the Minutes for the meeting on 13<sup>th</sup> March 2018.

**3. Treasurer's Report**

TC reported that balances in the cash accounts were up approximately £900 since the previous meeting even though payment had been made for the 2 marquees at AITP and utilities had been paid up-to-date. He noted, however, that East Lodge rent would shortly be due (£1300) as well as the fee for printing and any necessary distributing of ArtSpace 48 (up to £3000). He asked that thanks be passed on to Clive Engwell for arranging the invoicing of the School of Art at Warwickshire College and AITP for their ads in ArtSpace 48.

**ACTION: DP**

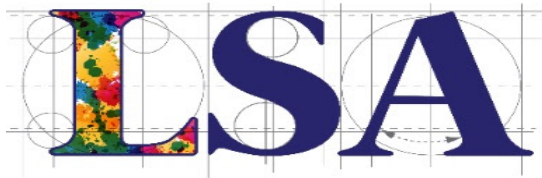
CFE reported that the East Lodge books were up-to-date and that all artists had now been paid for their sales. A separate procedure and cash tin for sundry items had been agreed with volunteers and put in place by SB. CFE and the Trustees recorded their thanks for SB's work and the Trustees thanked CFE for his work tightening up the record keeping and ensuring it was complete.

AC reported that contact with donors about using gift aid had been delayed until all artist payments had been made. She would now follow up with one artist to see whether she was able to gift aid her donation to LSA.

**ACTION: AC**

**4. Membership Report**

AC reported that there were now 285 members of LSA. Unfortunately 35 of these had not paid the correct amount and she continued to chase the



LEAMINGTON  
STUDIO *Artists*

## MINUTES OF THE MEETING OF THE TRUSTEES 10<sup>th</sup> April 2018

outstanding amounts. She further reported that LSA had 620 Facebook followers and 545 Twitter followers.

### 5. Events Report

#### a) East Lodge events

CFE reported that East Lodge was fully booked to the end of 2018, with the recent booking of the final space in September by Yvonne Morris.

DP reported that he had recruited a judge for the Sculpture & 3D open in July: Mandy Havers, Senior Lecturer at Coventry University. Details would be shared with the other Trustees and AC would make contact to agree arrangements with Mandy.

Flyers promoting the Sculpture & 3D and the Paintings & Illustrations opens had already been designed and were ready to print. They would be inserted with ArtSpace48 when it was distributed.

**ACTION: AC**

#### b) ArtsFair

AC reported that owing to the illness of both artists who had booked to take part, the ArtsFair on 24 March had been cancelled. To date 5 artists had booked to take part in the ArtsFair on 28 April. AC further reported that she had been in touch with the manager of the Royal Priors shopping centre and was exploring the possibility of holding ArtsFairs there.

**ACTION: AC**

#### c) Warwickshire Open Studios

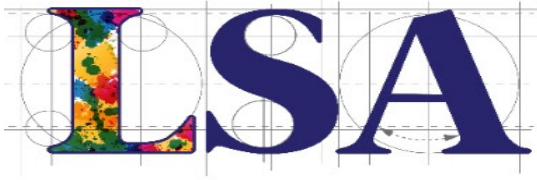
AC reported that all studio holders were WOS members and that 4 artists were booked into the gallery during the summer event fortnight. The website was up-to-date, an event had been created on Facebook and all the payment and registration with WOS had been completed. MH asked for details of when the artists were planning to be in attendance at East Lodge during the exhibition.

**ACTION: AC**

#### d) Art in the Park

TC reported that LSA had booked and paid for 2 marquees at AITP 2018, as previously agreed. Four artists (Tony Dobson, Jenny Chan, Lis Mann and Roger Chamley) would be demonstrating their techniques in the main marquee, where there would also be a display of the history of LSA and art activities for members of the public.

Bookings for the 2<sup>nd</sup> marquee and East Lodge had opened on 8<sup>th</sup> April. 5 of 6 spaces had been booked in the 2<sup>nd</sup> marquee and 3 of 4 places had been booked in East Lodge to date. The remaining 2 spaces would continue to be advertised.



**MINUTES OF THE MEETING OF THE TRUSTEES  
10<sup>th</sup> April 2018**

AC reported that she had been appointed as a Director of AITP in the absence of a LSA Chair.

TC suggested that a further meeting to discuss the details of decoration for both marquees and East Lodge and methods of ensuring maximum footfall would be arranged.

**ACTION: TC**

**e) The Waste Land**

KP reported on progress with The Waste Land project. MH had visited the linked exhibition in Margate and KP continued to promote the event through the East Lodge blog. KP would provide a letter outlining the requirements and restrictions set by the TS Eliot estate in using The Waste Land poem. Additionally, a form of words had been agreed with The Mead and The Herbert to be used in the promotion of the exhibition at East Lodge indicating that it was “inspired by” the exhibition at The Herbert. LSA was not permitted to use the logos of the other institutions in its marketing.

The newsletter had already announced the exhibition at East Lodge and details had been published on the website.

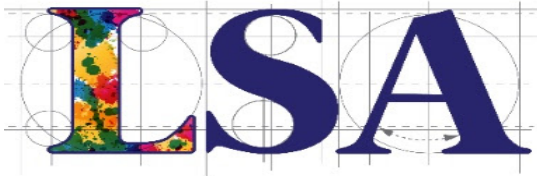
It was agreed:

- 1) That submissions should have a “demonstrable link” to the poem and that this should be explained in the 150 word explanation accompanying each submission.
- 2) That submission should be free to LSA members, in a change to the advertised standard £10 submission fee.
- 3) That submission for non-members should be £10 per artwork, in a change to the advertised standard £15 submission fee.
- 4) That there would be no limit to the number of submissions per artist, but that it should be made clear that they might not all be accepted.
- 5) That notice of submission with an image and 150 word explanation would be required by 1<sup>st</sup> October, 1 month prior to the exhibition. TC would create an online and paper form to facilitate this.
- 6) That the flyer to promote the exhibition should use the image of TS Eliot’s printed works previously used on the blog and in newsletters and that it should be included with ArtSpace48.

**ACTION: TC, KP**

**6. ArtSpace**

DP reported that ArtSpace48 had been submitted to the printers and would be delivered to East Lodge on 25<sup>th</sup> April. Quotes had originally been obtained for printing 400 copies, but the printers were charging just £100 more for an



**MINUTES OF THE MEETING OF THE TRUSTEES  
10<sup>th</sup> April 2018**

additional 100 copies, so 500 copies had been ordered. It was hoped that some additional revenue would be achieved through sales.

It was agreed that the launch party would take place on Friday 27<sup>th</sup> April at 6.30pm. Members would all be invited to attend and would be asked to collect their copies in person either at the launch party or in the days following. Additional copies would be available to purchase at £8 each. A decision would be taken at a later stage as to when the remaining members' copies should be posted.

**ACTION: AC**

It was agreed that all members of the ArtSpace committee should be invited to the party and a public note of thanks should be given to them for their work.

**ACTION: DP**

TC reported that he had set up a new email address for ArtSpace ([editor@lsa-artists.org](mailto:editor@lsa-artists.org)) and messages were being forwarded to the current editor, Lucy.

**7. East Lodge**

**a) Volunteers**

The notes from the volunteers meeting held on 20<sup>th</sup> March, which SB had circulated, were received. CFE reported that he had contacted those members who had indicated an interest in volunteering and some had attended the meeting and had been into East Lodge for an introductory tour.

It was agreed that WCAVA should be used to advertise opportunities for stewarding at East Lodge. CFE would provide a brief outline of the duties and TC would post them on the site.

**ACTION: CFE, TC**

**b) Footfall statistics**

CFE reported that the first week of the current exhibition by Edith Whatling had attracted 292 visitors. Recent exhibitions had received the following numbers:

Members' exhibition – 461

Xmas exhibition - 681

Photography open – 592

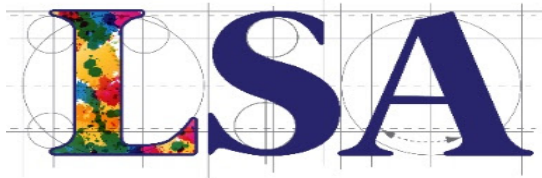
Whitnash Primary School – 1045

CFE agreed to draw together the footfall statistics into a single record so that patterns and progress could easily be monitored.

**ACTION: CFE**

**c) Refurbishment**

It was reported that East Lodge would be closed for refurbishment from 11<sup>th</sup> to 14 June. The plan was to recruit a small team of volunteers to clean and



**MINUTES OF THE MEETING OF THE TRUSTEES  
10<sup>th</sup> April 2018**

decorate the gallery spaces and entrance hall. It was agreed that quotes should be sought for professional decoration.

**ACTION: AC**

**8. Other Business**

a) Creative Quarter

MH reported on the Creative Quarter planning discussion, which he had attended on 9<sup>th</sup> April in North Hall, Spencer's Yard. The meeting had been well attended by representatives of a wide range of organisations and was led by consultants from Complex Development Projects. The purpose was to give the consultants a flavor of Leamington Spa and the potential strengths to build on.

The plan for the area to be covered by the creative quarter did not include the east of Jephson Gardens and, therefore, did not cover East Lodge. MH had pointed out this omission and it was hoped that the area would be expanded to include all of Jephson Gardens. It was unlikely that there would be funding for the project, but there was potential for building development which could help provide funds.

WDC would be holding a further meeting in the summer and there would be public consultation, including at Art in the Park.

MH agreed to continue to represent LSA at future meetings.

b) PR Planning meeting

A meeting to discuss LSA marketing and PR would be held at East Lodge on Thursday 19<sup>th</sup> April at 9am.

c) Resignation of East Lodge Manager

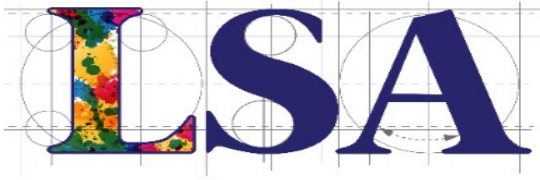
CFE had written to DH to formally resign his position as East Lodge Manager from 2<sup>nd</sup> May in order to concentrate on his new career. He would continue as an LSA member and hoped to stand as a Trustee at the AGM. He reported that he was in the process of putting together handover notes to help his successor.

It was agreed that the position of East Lodge Manager should be advertised through WCAVA and the members' newsletter.

**ACTION: TC, AC**

d) AGM

The AGM had previously been set for 10<sup>th</sup> July, but it was agreed to change the date to 18<sup>th</sup> July so that DH would be able to attend.



LEAMINGTON  
STUDIO *Artists*

**MINUTES OF THE MEETING OF THE TRUSTEES  
10<sup>th</sup> April 2018**

It was reported that a member had expressed interest in becoming a Trustee and, in particular, the position of Chair. It was agreed to arrange an informal meeting between 2 or 3 current Trustees and this individual and to follow this up with an invitation to attend a future Trustees meeting prior to the AGM.

**ACTION: DH**

e) Artists Workhouse

CFE reported that he and Bryan Kelly would be meeting with Dawn Harris of Artists Workhouse on 12<sup>th</sup> April to share ideas on running studios and gallery space.

**9. Next Meeting**

The next meeting of Trustees would be on Tuesday, 8<sup>th</sup> May, at East Lodge at 1 pm.