

LEAMINGTON
STUDIO *Artists*

MINUTES OF THE MEETING OF THE TRUSTEES 14th August 2018

PRESENT

David Haedicke (Chair)
Soolie Burke
David Phillips
Meurig Hughes
Tony Cartwright
Cathy Black
Karen Parker

APOLOGIES

Alison Chantrey
James Callaghan
Graham Snape
Hilary Roberts

1. Approval of Minutes of previous meeting

The Trustees approved the Minutes for the meeting on 10th July 2018.

2. Treasurer's Report

2.1 Overall status: TC reviewed LSA's financial status. Significant expenditure for the period included £1312 rent for East Lodge, £479 so far for AITP, and £160 for a new laser printer at East Lodge. Working balance as of 13/8/18 was therefore £1049 adverse at £9750 (excluding contingency funds). Anticipated commitments and expenditure in next period totalled £2350, arising from payments to artists for sales, AITP final expenses and the procurement of a new laptop for East Lodge.

2.2 Gift Aid: The Gift Aid claim in respect of Donations was work in progress

ACTION: AC

3. Membership Report

No report was available due to absence. It was generally believed that numbers had increased, and that AITP had been positive in attracting new members.

4. PR/Social Media

4.1 PR Committee Meeting. Date of next meeting to be advised.

ACTION DH

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4.2 Social Media Status

Platform	Followers	(Previous Period)
Facebook	690	(667)
Twitter	577	(565)
Instagram	240	(163)

5. Events

5.1 20th Anniversary Party. This was regarded as a big success by all the trustees, and feedback from members and guests was very positive. Key members of WDC were present, and also visited East Lodge and AITP during the weekend.

Strategy for developing further relationship with these key influencers to be developed with particular reference to future exhibitions and event opportunities, and the furtherance of the East Lodge Lease.

ACTION: DH/AC

5.2 AITP East Lodge and Marquees: General discussion consensus was that AITP presence was much stronger this year, and the demonstrations in the large marquee were felt to be very positive. Visitor numbers in East Lodge were up significantly compared to previous year, as a result of all the good work done by the team, and by the AITP team.

Suggestions for improvements included:

Improved LSA signage around small marquee

Better utilisation of space at rear of large marquee

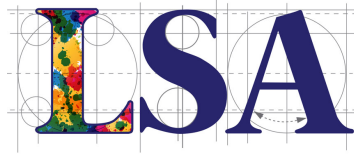
Possible briefing session(s) for volunteers to clarify duties and expectations

5.3 AITP 2019

Proposals for next years event to be developed over next couple of months for a decision by year end

ACTION: All

5.4 Annual Sculpture & 3D Exhibition. Approximately 1000 visitors. People's



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Choice award presented to Jill Collier

5.5 Waste Land Project. Formal opening will be in Coventry Cathedral with an open event, including performance reading of the poem. KP to advise details

ACTION KP

Other Actions to increase exposure:

Poster in East Lodge. KP to forward poster to TC

ACTION KP

Un-pause blog for on-going communications

ACTION TC

Remind members via newsletter

ACTION AC

Update Website front page to include advert

ACTION TC

Post meeting note: 3 artists have registered via website. Deadline is 1st October.

5.6 Pump Room Gardens Renovation. Some banners temporarily removed whilst fences are reinforced.

5.7 Temperance Exhibitions. Concerns over damp and lack of available coordinator suggest this will probably not be pursued. HR has had exhibition – review again at next meeting when HR returns from holiday.

ACTION AC

6. ArtSpace

6.1 ArtSpace 48. Formally sent out to 40 local VIP along with party invitation

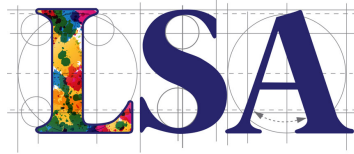
6.2 ArtSpace 49. Likely publication date for ArtSpace 49 is first week in September

7. East Lodge

7.1 Improvements to Studio 4. Quotes being sought for improvements to lighting and window opening.

ACTION CB

7.2 Laptop – no feedback received on requirements. Approval was given to purchase Windows 10 laptop with suitable processor and RAM, together with



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Microsoft Office for Home. This will provide all anticipated office requirements for the Lodge.

ACTION TC

7.3 Hanging Policy for gallery exhibitions. Following some unsuitable practices during hanging for AITP, CB to produce for approval, an addendum to hire contract to cover acceptable, safe and practical methods.

ACTION CB

7.4 Safety Officer. Ray Thomas has taken on the role of Safety Officer. CB to develop safety manual. PAT Testing of all electrical equipment to be included.

ACTION CB

7.5 Potential changes to Studio holders. Yvonne Morris has indicated that she will vacate Studio 4 in near future. Formal confirmation and date required before potential replacements can be approached.

ACTION CB

8. Exhibition Bookings Process. CB tabled final draft of new process which is planned to be implemented by the end of the month. Everyone to read and comment asap.

ACTION DH/MH/TC/AC/SB

Review Hire Agreement to ensure consistency with above

ACTION TC

9. Date of next meeting: 11th September 2018, 1 p.m. at East Lodge

Minutes prepared by Tony Cartwright



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