



MINUTES OF THE MEETING OF THE TRUSTEES 16th October 2018

Trustees Present:

Soolie Burke (SB), James Callaghan (JC), Tony Cartwright (TC) (Treasurer), Alison Chantrey (AC) (Secretary), David Haedicke (DH) (Chair), Meurig Hughes (MH), David Phillips (DP).

Present By Invitation:

Cathy Black (CB) (Manager, East Lodge), Hilary Roberts (HR)(Membership Secretary).

Apologies:

Graham Snape (GS).

1. Welcome

DH welcomed everyone to the meeting.

2. Approval of Minutes

The Trustees approved the Minutes for the meeting held on 11th September 2018.

3. Treasurer's Report

TC reported that the cash balances were up on the September figures by over £700, inspite of expenditure on a new laptop, electrician fees and the printing of ArtSpace 49.

AC reported that a claim for Gift Aid had been made to HMRC and that £161.86 had been received. She noted that it would be possible to claim gift aid on donations made at coffee mornings.

As previously agreed, TC would review HMRC guidance on claiming gift aid on membership fees to see whether recent changes in LSA would allow a claim to be made. DH agreed to assist.

ACTION: TC, DH

4. Membership Report

HR reported that total membership was up 1 since the previous meeting; there were quite a few new members, but several old members had not renewed.

5. PR/Social Media

a. Social Media Followers

The following social media followers were reported:

	October	September
Facebook	728	708
Twitter	584	584
Instagram	313	276

b. PR Committee

The PR Committee had not met since the previous meeting, but MH undertook to arrange a date.

It was reported that Elliot Minor's press releases had all resulted in coverage in the local newspapers. Additionally a press release folder had been established at East Lodge. The images taken by JC would be available through Google Drive.

MINUTES OF THE MEETING OF THE TRUSTEES 16th October 2018

ACTION: MH

c. WDC What's On Guide

AC reported that WDC produce a printed booklet of what's on in Leamington. The next edition would be for events in Spring/Summer 2019. A call for content would go out in December/January and AC was now included on the distribution list. It was hoped that East Lodge exhibitions would therefore be included in future.

6. Events/Exhibitions

a. AITP 2019

AC reported that she had discussed the possibility of a joint launch party with AITP again in 2019, but the AITP team might wish to do something different next year. Carole Sleight was also asking which marquee(s) LSA would be booking for AITP 2019. It was agreed that, as founders of AITP, because of demand from members and the success of the demonstrating in 2018, LSA would again request a strong presence in Jephson Gardens with a 6m x 6m and a 6m x 9m marquee booking. AC would put forward this request.

ACTION: AC

b. Annual Open Paintings & Illustrations Exhibition

The current exhibition had attracted the largest number of submissions of any previous open at East Lodge and was over-subscribed. Whilst this was a cause for celebration, it had caught the submission and curation team by surprise and had led to some complaints about how submissions were managed. It was agreed that for future paintings opens at East Lodge, the call would be for original work only, that each member would be guaranteed 1 piece in the exhibition (subject to space being available) with one further piece per member being subject to selection, that no work would be hung until the submission period had finished and that submission would run only until 1pm to allow time for selection.

ACTION: AC

c. Response to The Waste Land

Karen Parker had provided a report on the Response to The Waste Land exhibition to members of the committee. 34 artists had registered to submit 51 entries. Karen's proposals were all agreed, however it was noted that the later than usual take down would have a knock on effect to the Members' exhibition which followed. It was agreed that submissions for the Members' exhibition would therefore be postponed to the Tuesday, hanging would take place on the Tuesday/Wednesday and that the exhibition would open a day later than usual, on the Thursday. Members would be notified accordingly.

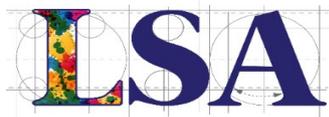
TC noted that the information provided at registration was not always complete and he would follow this up with Karen.

It was agreed that, as sufficient entries had been received, the online registration form should be closed.

ACTION: AC, TC

d. Temperance exhibition

DP reported that Suminder and Jonathan Treadwell had agreed to co-ordinate exhibitions at Temperance on behalf of LSA. The first exhibition would take place in



MINUTES OF THE MEETING OF THE TRUSTEES 16th October 2018

January and should be advertised to members. AC would contact Suminder to establish the details.

ACTION: AC

e. The Loft Theatre

AC provided a calendar of solo exhibitions booked for the Loft Theatre. Two spaces remained in April and July 2019. A further call out would be made in the newsletter.

ACTION: AC

f. Applications for 2019 exhibitions and hire agreement

AC and CB provided a summary of the proposed exhibition slots for 2019. All those who had applied to exhibit would be offered an opportunity, but some might have to share the space or exhibit at a different time. The Warwickshire Open Studios period had been over-subscribed and not all artists who had applied would be able to exhibit at this time.

It was noted that a week prior to Warwickshire Open Studios had been set aside again, as per 2018, to redecorate and clean the East Lodge gallery. Additionally, East Lodge would be closed during a two week period at Christmas 2019.

It was agreed that the Annual Open Photography & Digital Images exhibition should take place alongside the Annual Open Sculpture & 3D exhibition in March 2019 and that LSA volunteers would be invited to submit their work for free to an exhibition in January 2019 in half the gallery space.

CB would contact all those who had applied to exhibit and make an offer as per the proposed programme of events.

ACTION: CB

As part of the exhibition application process, AC had reviewed the hire agreement and circulated a revised version to the committee. It was agreed that the clause relating to a 10% negotiating band should be re-inserted, that a submission form should be provided, that LSA would assist with producing labels, that any posters advertising exhibitions should include the LSA logo and that meetings should not take place in the gallery space during opening hours. Any further suggestions for amendment should be emailed to AC as soon as possible following the meeting.

ACTION: AC

g. Warwickshire College meeting/Annual Open Exhibition(s) in 2019

AC reported that she had had a very positive meeting with the Head of the Art Department at Leamington College. In previous years, LSA had held its Annual Open Exhibition in the Fine Art Studios at the College and this was something that he would be keen to support again. It was likely that the space would be made available at no charge, unless it was required at the weekend, when a fee for attendance to unlock and lock up would be charged.

It was agreed that the space at the College would be excellent for exhibition and would allow larger pieces to be shown, but there were concerns that it would be difficult to attract the footfall that East Lodge was now enjoying. Having a single annual open elsewhere would also allow East Lodge to be used for more member exhibitions. A consensus was not reached. Instead it was agreed that DH and AC would have a follow up meeting with David Guilding to explore whether opportunities might be

MINUTES OF THE MEETING OF THE TRUSTEES 16th October 2018

available elsewhere. In the meantime, AC would determine which dates were available at the College.

ACTION: DH, AC

7. ArtSpace

a. ArtSpace 49 publication, sales and distribution

AC reported that ArtSpace 49 had been distributed to local VIPs along with a covering letter. DP had distributed to national art galleries and had received a very positive response from The Royal Academy. There had been some overlap locally between AC's and DP's distribution, but they would work on this together. DP had sold copies to the value of £50.

ACTION: AC, DP

b. ArtSpace Committee meeting dates

DP undertook to ensure that DH was invited to future meetings.

ACTION: DP

c. Publication Date for ArtSpace 50

Owing to upcoming holidays for two key members of the committee, ArtSpace 50 would not be published until 2019. ArtSpace would be published 3 times in 2019 (Spring, Summer and Christmas). It was therefore agreed that a Christmas card and printed newsletter should be sent out to members in December 2018.

ACTION: AC

8. East Lodge

a. Garden Studio – improvements and tenancy

CB reported that new lighting had been installed and the studio had been repainted, including the floor. The new tenant, Caroline Fraser, had recently moved in. Unfortunately, the lighting was extremely bright and the bulbs needed changing. The whole committee joined in thanking CB for her hard work in preparing the studio.

ACTION: CB

b. Laptop Purchase

TC reported that he had bought a solid state drive DELL laptop, with a good processor and plenty of memory, but that it had yet to arrive. He would transfer files from the existing laptop and install windows and photoshop, when it arrived.

ACTION: TC

c. Hanging policy and safety manual

CB reported that she had set up a safety manual, which would require further development over time. The hanging policy and a plan of the gallery wall spaces would be included and were required as part of the lease hire agreement. CB provided measurements for TC to produce CAD drawings. A recent incident had highlighted the need for stewards to have guidance on how to deal with anti-social behavior from gallery visitors. This would also be included.

ACTION: CB, TC

d. Matters arising from Stewards/volunteers meetings

SB reported on a shortage of stewards. It was agreed that, to ensure the safety of volunteers, 2 stewards were required for the gallery to open. SB would contact irregular volunteers to see if they could fill the gaps.

ACTION: SB

e. PayPal Facility



MINUTES OF THE MEETING OF THE TRUSTEES 16th October 2018

It was reported that the tablet was now working well and seemed stable. Once the new laptop was received the tablet would be used only for PayPal.

f. Footfall Statistics

CB reported that footfall over the AITP weekend was well over 1000; for Guy Chapman and Ian Antony-Paul's exhibition in August was 1344, whilst 1230 had visited Hilary Roberts and Yvonne Morris's exhibition in September.

g. Lease Renewal

It was reported that WDC had offered a further 3 year lease for East Lodge. TC and DH would meet with the Estates Manager to discuss terms.

ACTION: TC, DH

9. Trustees' Away Day

It was reported that the Trustees' Away Day would take place on Thursday 22nd November. It was agreed that it would take place at AC's house from 9.30am – 3pm.

10. Christmas Party 2018

It was reported that the Christmas Party would take place on Thursday 13th December. It was agreed that it should take place 6 – 8pm.

11. Proposed Luminate Leamington

AC reported that the Leamington Lantern Parade, which had been inspired by the 1950s/1960s Lights of Leamington, was going to take place as Luminate Leamington in Jephson Gardens on Sunday 2nd December, as The Pump Room Gardens were being renovated. BID Leamington, which organized the event, had invited LSA to take part at East Lodge. It was agreed that this was a great opportunity for LSA and that East Lodge should take part. AC would respond to BID.

ACTION: AC

12. Althorpe Studios Closure and LSA documents

It was reported that owing to development of the site, Althorpe Studios had closed down. As a result, the LSA archive, which had been stored there, had been returned. It was currently with AC who was reviewing its contents.

13. Disposal of Old Printers and Laptop

It was agreed that the art print printer and the old laptop should be offered to LSA members. AC would include details, provided by TC, in the newsletter and ask for expressions of interest/bids. The old laser jet printer would be thrown away.

ACTION: AC, TC

14. Other Business

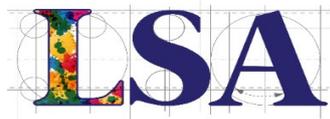
a. Railway Station Project

AC shared details of a project proposed by Archie Pitts of Friends of Leamington Railway Station, to hold a competition to provide artwork for the empty spaces on the walls of the station corridor. It was agreed that LSA should take part in this excellent opportunity.

ACTION: AC

b. Slate Gallery Pop Up

DH reported that Slate Art Gallery was having a Pop Up event at The White Horse on Friday 23rd November 6 – 9 and Saturday 24th November 12 – 5.



LEAMINGTON
STUDIO *Artists*

**MINUTES OF THE MEETING OF THE TRUSTEES
16th October 2018**

15. Next meeting

Tuesday 13th November at 1pm at East Lodge.