



MINUTES OF THE MEETING OF THE TRUSTEES 13th November 2018

Trustees Present:

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

Present By Invitation:

Cathy Black (CB) (Manager, East Lodge), Karen Parker (KP) (The Waste Land exhibition), and Hilary Roberts (HR) (Membership Secretary).

Apologies:

James Callaghan (JC), Graham Snape (GS).

1. Welcome

DH welcomed everyone to the meeting.

2. Approval of Minutes

The Trustees approved the Minutes of the meeting held on 16th October 2018.

3. Treasurer's Report

TC reported that the cash balances were down on the October figures by about £600, but this was largely due to the recent payment of East Lodge rent, which was paid quarterly in advance.

TC had not yet had the opportunity to review the Gift Aid rules to see whether a claim for membership fees might be possible in future.

ACTION: TC, DH

4. Membership Report

HR reported that total membership was level with the previous month, but that this included some new members and some who were not renewing. Since the end of July, HR had registered 33 new members. However, 14 members were still paying at the wrong rate.

Progress on arranging access to the bank account information for HR had been slow, but it was hoped that it would be resolved before the next meeting.

Information packs prepared at East Lodge for those interested in joining LSA still included contact details for AC instead of HR. AC would provide the updated version to both HR and CB.

ACTION: AC

5. PR/Social Media

a. Social Media Followers

The following social media followers were reported:

	November	October
Facebook	731	728
Twitter	611	584
Instagram	343	313

It was reported that social media numbers would continue to be tracked, but would not be reported monthly to the trustees in future.

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b. PR Committee

The PR Committee was expected to meet in early December. KP had been omitted from the distribution, but was invited to attend. SB would be copied into details of the meeting to ensure it didn't coincide with the East Lodge volunteer/stewards meeting.

ACTION: MH

c. WDC What's On Guide

WDC had requested content for the What's On Guide with a deadline of 21st December. AC would respond.

ACTION: AC

6. Events/Exhibitions

a. AITP 2019

A request for 2 marquees, as agreed at the last meeting, had been put to the AITP organisers. This had been noted and confirmation of whether or not this would be possible would follow asap. It was proposed to put together a working group to coordinate the LSA presence at AITP 2019. A call would be put out for volunteers.

ACTION: AC

b. Response to The Waste Land

KP was congratulated on the excellent exhibition, which was currently taking place. It was understood that Lucy Ovanesyan was writing an article for the next edition of ArtSpace. JC had taken photographs, which could be used in the publication. KP would be accompanying Professor Tooby for the judging and the prize giving would take place on Sunday 25th November between 2pm and 4pm. A party was being held following the exhibition at Episode Hotel at 6pm that day. Tickets were £6 and all were encouraged to book early. A reminder would be emailed to all those artists exhibiting that take down would, unusually, take place on Monday 26th November.

ACTION: KP

c. Temperance exhibition

Suminder Treadwell had requested further information on dates, etc. from Temperance for the exhibition, which was due to take place in January 2019 and was awaiting a response. As soon as these were available, details would be shared with members.

ACTION: AC

d. The Loft Theatre

All exhibition slots were now filled through to the end of the current programme of productions in July 2019.

e. Applications for 2019 exhibitions and hire agreement

All applicants had been offered an opportunity to exhibit, but it had not been possible to meet all requests. CB had had confirmation from all artist and would be issuing contracts shortly. The hire agreement had been updated and would be accompanied by a wall plan with measurements and the new hanging policy.

ACTION: CB

f. Annual Open Exhibition(s) in 2019

There was no further report at this stage.

ACTION: DH, AC

7. ArtSpace

a. ArtSpace committee meeting dates (for DH invitation)

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DP reported that DH would be invited to a meeting in January on a date yet to be arranged.

ACTION: DP

b. Publication Date for ArtSpace 50

DP reported that ArtSpace 50 would be published in late January/early February.

AC enquired whether an advertising rates card had been developed as per her conversation with Clive Engwell some months previously. She also suggested that fixed publication dates should be set to help attract advertising.

ACTION: DP

8. East Lodge

a. Garden Studio – lighting

CB reported that a quote to replace the lighting in the Garden Studio had been received. It was agreed that the work should proceed.

ACTION: CB

b. Laptop Purchase

TC reported that the new laptop had been set up and was in use in East Lodge. Members had been invited to express interest in the old laptop, but only CB had made contact and was therefore given it.

c. Hanging policy

CB reported that she had produced a hanging policy and that it would be included in the new policies manual, which would be developed over time. With TC's help, a wall plan with measurements had also been produced. Both would be included with hire agreements for 2019.

d. Antisocial behaviour by East Lodge visitors - guidelines for stewards

It was reported that there had been several incidents recently of antisocial behaviour by a regular visitor to East Lodge. This had highlighted the need for a consistent approach by East Lodge stewards. CB would enquire about policies used elsewhere, eg in council libraries, to see if they could be adapted for LSA use and would draft a policy.

It was agreed that no steward should work alone in East Lodge and that the policy of working in pairs should be adhered to. If necessary, East Lodge would need to close on occasion if insufficient stewards were available.

ACTION: CB

e. Matters arising from Stewards/volunteers meetings

SB reported that there had been no meeting.

f. Footfall Statistics

CB reported that against expectation, given the change in season, footfall had increased on the previous month. It was noted that the number of votes received for the People's Choice award had also significantly increased on previous exhibitions. This could be due to an increase in visitor numbers and/or to stewards encouraging more people to complete the voting slips. The Trustees asked that the stewards be thanked for their proactive work.

ACTION: SB

g. Lease Renewal

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TC, DH and CB had met with Chris Makasis to discuss renewal of the East Lodge lease. The meeting had been friendly and productive with Chris Makasis seemingly amenable to reducing the proposed increase in rent and open to a longer, 5 year lease. They had also discussed some improvements to the building. TC would follow up with Chris if he hadn't heard back from him in a week.

ACTION: TC

9. Trustees' Away Day 22nd November

The away day was intended to provide an opportunity to review LSA's objectives and plan for the future. TC would put together a questionnaire with the aim of seeking members' views on the direction LSA should take in future. SB would share this with the stewards. The feedback from the questionnaire would help inform the agenda and discussion at the away day.

ACTION: TC, SB

10. Luminare Leamington – Jephson Gardens, Sunday 2nd December

It was agreed that CB would arrange a lantern display in the bay window and would invite a local choir she knew to take part. SB would buy outdoor Christmas lights to decorate the front of East Lodge. Andy Parker would be asked to install an external socket, using existing wiring, whilst he was at East Lodge fixing the lights in the Garden Studio.

ACTION: CB, SB

11. Railway Station Project

There was no progress to report on this proposed project.

ACTION: AC

12. Other Business

a. Warwickshire Open Studios Brochure ad

LSA had been invited to place an ad in the 2019 WOS brochure at a very favourable rate in return for a WOS ad in ArtSpace. AC was asked to negotiate the best deal possible for this arrangement, but it was agreed that this was a good opportunity, which should be taken up.

ACTION: AC

13. Next meeting

Tuesday 11th December at 1pm at East Lodge.

Consideration would be given to moving meetings to the 3rd Tuesday of the month in 2019 to accommodate GS. AC would check his availability.

ACTION: AC